



OCEAN COUNTY COLLEGE  
CATALOG 2014-2015

# ACADEMIC CALENDAR

## SUMMER 2014

### FIRST FIVE-WEEK & TEN-WEEK SESSIONS

Mon., May 19 ..... Classes Begin  
Thurs., May 22 ..... No Classes - Commencement  
Mon., May 26 ..... No Classes - College Closed  
Tues., June 24 ..... Last Day of Classes (1st 5-week)  
Fri., July 4 ..... No Classes - College Closed  
Tues., July 29 ..... Last Day of Classes (10-week)

### SECOND FIVE-WEEK & SIX-WEEK SESSIONS

Wed., June 25 ..... Classes Begin  
Fri., July 4 ..... No Classes - College Closed  
Tues., July 29 ..... Last Day of Classes (2nd 5-week)  
Tues., August 5 ..... Last Day of Classes (6-week)

### POST SESSION (FOUR-DAY WEEK)

Monday, August 4 ..... Classes Begin  
Wednesday, August 27 ..... Last Day of Classes

## FALL 2014

Wed., September 3 ..... Classes Begin  
Wed., November 26-Fri., November 28 ..... No Classes  
Fri., December 19 ..... Last Day of Classes

## SPRING 2015

Thurs., January 22 ..... Classes begin  
Mon., February 16 ..... No Classes  
Mon., March 16-Sun., March 22 ..... No Classes-Spring Break  
Thurs., May 14 ..... Last Day of Classes  
Thurs., May 21 ..... Commencement

The information contained herein is for academic years 2014-2015. The college reserves the right to change, add or delete courses, policies, fees and procedures. Ocean County College is a public two-year community college funded by Ocean County and the State of New Jersey.

Ocean County College prohibits discrimination on the basis of race, color, creed, sex, national origin, age, religion, marital status, sexual orientation, disability, ancestry, veteran's status, or Vietnam-era veteran status. This institution complies with the provisions of Section 504 of the Rehabilitation Act of 1973.

The Ocean County College 2014-2015 Catalog is published by the Office of College Relations Department and the Division of Academic Affairs.

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# CONTACTING THE COLLEGE

## ON MATTERS CONCERNING:

## CALL THE OFFICE OF:

Academic Affairs	Vice President of Academic Affairs	732-255-0317
Academy of Lifelong Learning	Academy for Lifelong Learning	732-255-0469
Admissions/Recruitment	Office of Admissions	732-255-0400 ext. 2949
Advising & Transfer	Academic Advising Center	732-255-0300
Adjunct Faculty	Dean of Adjunct Faculty	732-255-0400 ext. 2817
Alumni Affairs	Director of Resource Development	732-255-0494
Athletics	Director of Athletics	732-255-0345
Bookstore	Director of Auxiliary Services	732-255-0333
Business Education & Training	Director of Business Education & Training	732-255-0510
Career, Employment & Counseling Services	Director of Career, Employment & Counseling Services	732-255-0400 ext. 2941
Continuing & Professional Education	Executive Director of e-Learning	732-255-0514
Disability Related Services	Dean of Academic Services	732-255-0456
	TTY/TDD & Voice: NJ Relay 711	
Educational Opportunity Fund Program	Director of EOF/C4AE	732-255-0311
e-Learning	Executive Director of e-Learning	732-255-0514
	Dean of e-Learning	732-255-0400 ext. 2176
English-as-a-Second Language	Coordinator of ESL	732-255-0400 ext. 2217
Evening & Weekend Services	Evening/Weekend Administrator	732-255-0400 ext. 2449
Financial Aid	Director of Financial Aid	732-255-0310
The First Year Experience	Dean of Academic Services	732-255-0400 ext. 456
Foundation	Executive Director of OCC Foundation	732-255-0492
Honors Program	Coordinator of Honors Program	732-255-0400 ext. 2215
International Travel	Director of the Academy of Lifelong Learning	732-255-0469
Library	Director of Library Services	732-255-0392
Center for Access & Equality	Director of EOF/C4AE	732-255-0493
NJ Stars	Academic Advising Center	732-255-0300
Off-Campus Credit Courses	Executive Director of Academic Outreach	732-255-0319
Public Relations	Executive Director of College Relations	732-255-0400 ext. 2071
Registration	Office of Registration & Records	732-255-0304
Southern Education Center	Director of SEC	609-978-2077
Student Affairs	Vice President of Student Affairs	732-255-0315
Student Life/College Center	Director of Student Life	732-255-2455
Testing/Placement	Director of Testing & Adaptive Services	732-255-0420
Transfer	Academic Advising Center	732-255-0300
Tuition & Fees	Cashier/Billing Office	732-255-0324
Tutoring	Dean of Academic Services	732-255-0456
Veterans Affairs	Veterans Coordinator	732-255-0400 ext. 2080

## ON MATTERS CONCERNING ACADEMIC PROGRAMS IN:

## CALL THE OFFICE OF:

English, Literature, Foreign Languages, Communications, Theater, Fine Arts, Philosophy & History	Dean of the School of Language & the Arts.....	732-255-0338 732-255-0375
Mathematics, Science, Computer Science & Engineering	Dean of the School of Mathematics, Science & Technology .....	732-255-0368 732-255-0378 732-255-0395
Social Science, Criminal Justice, Education, Fire Science, Public Administration, Business	Dean of the School of Social Science & Human Services.....	732-255-0381
Health & Human Performance.....		732-255-0390
Nursing & Allied Health	Dean of the School of Nursing.....	732-255-0395



# GENERAL INFORMATION



# GENERAL INFORMATION

## APPROVAL

New Jersey Commission on Higher Education

## ACCREDITATION

### Institutional

**Commission on Higher Education,  
Middle States Association of Colleges and Schools**  
*Ocean County College is accredited by the Commission on Higher Education, Middle States Association of Colleges & Schools and may be contacted at the following address:*  
Middle States Commission on Higher Education  
3624 Market Street  
Philadelphia, PA 191049-2680  
Tel: 267-284-5000 • Fax: 215-662-5501  
[www.msche.org](http://www.msche.org)

### Nursing & Allied Health

The Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road, NE  
Suite 850  
Atlanta, GA 30326  
Tel: 404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

## MEMBERSHIP

American Association of Community and Junior Colleges

American Council on Education

American Association for Paralegal Education

Middle States Association of Colleges and Schools

New Jersey Association of Colleges and Universities

New Jersey Council of County Colleges

Documents verifying licensing and accreditation of Ocean County College by the State of New Jersey and by the Middle States Association of Colleges and Schools are available upon request in the Office of the President, Administration Building, second floor.

## LOCATION

Located in the demographic center of Ocean County, in Toms River, the college is within 40 minutes commuting distance of all Ocean County citizens.

The relatively close proximity of the county to the metropolitan areas of New York, Philadelphia, Baltimore and Washington, D.C. makes it possible for students to take advantage of cultural offerings in these centers.

## TRANSPORTATION

New Jersey Transit provides bus transportation to the college campus. For specific bus routes and schedules, call 800-772-2222 between 6:00am and midnight or go to [NJtransit.com](http://NJtransit.com)

## OFF-CAMPUS COURSES

The college sponsors off-campus credit courses at various public school sites throughout the county. These classes are usually conducted in the evening hours from Monday through Thursday, during the regular semesters. There is an off-campus site within 20 minutes driving time of any location in Ocean County.

## E-LEARNING/ONLINE CLASSES

Ocean County College Online, OCC's e-Learning division, currently offers 13 fully online degree programs: Business, Computer Science, Engineering, Environmental Sciences, Public Service, Liberal Arts, Business Administration, Criminal Justice, General Studies, and Homeland Security. Additionally, OCC Online offers 7 fully online certificate programs: Accounting, Information Technology, Legal Secretary, Paralegal Studies, Criminal Justice, Small Business Management and Information Technology.

OCC Online offers over 160 unique online courses that can be taken as part of a degree program or stand alone, depending on student needs. Online courses emphasize active participatory learning and are designed to engaged students in the learning process. Online courses follow the same academic rigor and calendar as traditional on-campus courses. Online courses are complete a-synchronously with no campus presence required of the student.

Online courses are designed with the label "DL" on OCC's Web Advisor. Accessing Ocean Cruiser portal enables students to enter their online courses.

For more information please contact the e-Learning Office at 732-255-0514 or on the web at [www.ocean.edu/content/public/study-online.html](http://www.ocean.edu/content/public/study-online.html).

## SOUTHERN EDUCATION CENTER (SEC)

The Southern Education Center is a full service OCC facility located at 195 Cedar Bridge Road in Manahawkin, NJ; near the Ocean County Vocational Technical MATES Building and Southern Regional High School. A variety of services are offered at the SEC including: Enrollment Services (Applications & Registrations, Transcripts, Advising/Counseling, Cashier & Financial Aid), Tutoring, and Student Life. The SEC affords residents of Southern Ocean County the opportunity to pursue credit and non-credit courses by offering day and evening classes year-round. The SEC has a state-of-the-art computer lab, classrooms, conference rooms and a student lounge where special events are often held.

For more information, call 732-255-0400 extension 680 or 609-978-2077.



# INTRODUCTION





## HISTORY

The interest in establishing a facility for higher education in Ocean County dates back to 1957 when the Ocean County Board of Chosen Freeholders went on record favoring a study of the need for such a facility within the county.

In accordance with the provisions of the New Jersey State Law of 1962, which enabled counties to establish and operate colleges; the Board of Chosen Freeholders authorized an in-depth feasibility study. The research indicated a need and recommended that a two-year college for 900 students be established. Subsequently, a study by the State Department of Education supported these findings. Thereafter, the State Board of Education officially approved Ocean County's request to establish a two-year college and substantiated the ability of the county to support it financially.

On November 5, 1963, the citizens of the county approved the establishment of a college in Ocean County by public referendum. Immediately thereafter on January 15, 1964, the Board of Chosen Freeholders adopted a resolution that established in Ocean County the first county college in the State of New Jersey. On March 4, 1964, the nine members of the Board of Trustees were appointed.

The selection of the college president, the architect and the campus site in fall of 1964 enabled the Board of Trustees and the Administration to plan for the educational programs and facilities to accommodate 900 full-time students. Key members of the administrative staff were appointed in September of 1965 to engage in the detailed planning necessary for the opening of the college in the fall of 1966.

Ocean County College has been accredited by the Middle States Association of Colleges and Secondary Schools since May 1969. In fall 2011, the college had an enrollment of more than 10,300 full- and part-time students. Many take advantage of courses offered in the evenings, on weekends, and at off-campus sites throughout the county.

In the face of continuing expansion of the student body and increasing instructional and service activities, the college continues to expend every effort to maintain the high quality programs that resulted in early accreditation

## CULTURAL STATEMENTS

### "AN EXCEPTIONAL EDUCATION AT A PREMIER PUBLIC COLLEGE"

#### Vision Statement

Ocean County College aspires to be an institution of distinction where faculty and staff serve to awaken students to a love of learning. We foster educational innovation through effective teaching/learning strategies designed to develop and nurture intentional learners who are informed and empowered.

We employ technology and learning outcomes assessment to enhance student success. We offer quality life-enhancing cultural and athletic activities and take full advantage of our seacoast and Pineland environment to enhance the curriculum.

Our nationally recognized planning and resource management model, our institutional effectiveness design, and our continuing creation of strategic partnerships signify our intention of reinventing the collegiate structure and taking a leadership position in the academic community.

Our ultimate vision is to ensure that our students have what they need to transfer well, to find meaningful career opportunities, and to thrive in an increasingly diverse and complex world. Our vision is, very simply, to be the best.

#### Values

- The freedom of intellectual pursuit
- A commitment to multiple teaching-learning styles
- An open-door environment with accessible faculty and staff
- A respect and an appreciation for cultural diversity
- A climate of civility and courtesy
- A family spirit in an intellectual community
- A collaborative, creative, and team-spirited approach to leadership
- The highest personal and institutional integrity
- The highest standards of professional commitment

#### Mission Statement

It is the mission of Ocean County College to foster excellence and a caring environment through its commitment to:

- Offer comprehensive educational programs that develop intentional learners of all ages and ensure the full assessment of student learning in these programs;
- Provide broadly-based student support, starting from our initial contact with every individual student, regardless of his or her unique needs;
- Measure employee attitudes toward the workplace and student attitudes toward the learning experience and make responsive adjustments in institutional strategies;
- Provide a well-designed campus and facilities with advanced technology;
- Address our human resource needs by recruiting and hiring highly qualified people and continuing to develop the potential of each employee;

- Generate and manage fiscal resources to best serve strategic priorities;
- Employ the leadership team to continue to efficaciously address outreach, development, engagement, institutional effectiveness, and a fully realized implementation of the college's vision;
- Continue to reach out to members of the Ocean County community and beyond in order to create meaningful, fulfilling, and mutually beneficial partnerships.

## PLANNING ASSUMPTIONS

Institutional growth will continue to a maximum total of 20,000 students on the main campus (developed to 30 percent of its land mass) by 2025, 8,000 students at the SEC by 2025, and an estimated 4,000 at the 2nd (WEC) extension site to be developed in 2020 for a total campus unduplicated enrollment of 32,000. Distance Learning enrollments will increase exponentially as we explore new markets and create new partnerships.

The major mission of the College will continue to be to serve the transfer needs of the students using specialized career and jobs programs, work partnerships, certificate programs, and vo-tech alliances to serve the career needs of the county, as they present themselves.

The major academic partnerships the College pursues will be to make transfer baccalaureate and masters programs available on the College's main campus or create alliances with schools that offer our graduates distinct academic advantages. We will continue to work to arrange articulation agreements that allow our students to transfer seamlessly to quality schools with financial assistance opportunities.

The major values of the College will continue to be academic quality, variety and excellence of teaching/learning, and a national reputation for the academic preparedness and success of our graduates.

The educational delivery modes will continue to blend traditional classroom education with cutting edge technology in distance learning modes.

The College will continue to partner with the county and with business enterprises to develop resources that benefit the students and the citizens of Ocean County. We will continue to affirm a culture of assessment leading to improved accountability, transparency, and overall institutional quality, utilizing data-based decision making practices whenever they are effective.

Increasing globalization will require further internationalization of the curriculum.

Social and cultural change in the larger society will continue to place demands on the College for organizational flexibility.

We assume continuing fiscal support from the state and county, but we recognize the need to expand the College's capital position through effective and low-risk leveraging.

## INSTITUTIONAL GOALS 2010-2015

- Goal 1** Implement all appropriate recommendations for the advancement of Developmental Learning at the College;
- Goal 2** Implement all appropriate recommendations for the integrated academic engagement of first-year students;
- Goal 3** Advance student articulation needs;
- Goal 4** Develop programs that will serve needs generated by current economic conditions in collaboration with community, educational, and business partners;
- Goal 5** Develop a Teaching/Learning Institute on Campus for the improvement of teaching/learning as identified by learning assessment outcomes;
- Goal 6** Enhance our distance learning potential;
- Goal 7** Continue to recast the academic calendar for increased productivity.
- Goal 8** Implement appropriate recommendations for the integrated campus engagement of all students;
- Goal 9** Use results of the SENSE and CCSSE survey to assist with engagement assessment;
- Goal 10** Continue to expand outreach to NJ STARS students and expand outreach to other targeted student demographic populations;
- Goal 11** Transition to the new one-stop, enrollment management facility;
- Goal 12** Join the effort for career services targeted at special populations;
- Goal 13** Expand and enhance the College's athletic program.
- Goal 14** Use PACE or other appropriate instrument to measure employee attitudes and develop recommendations for improvement based on the outcomes;
- Goal 15** Develop faculty subcommittees to create action plans based on 2010 CCSSE outcomes.
- Goal 16** Continue to implement the Facilities Master Plan based on enrollment growth and the development of a campus for Kean at Ocean;
- Goal 17** Explore innovative uses of technology in the classroom for both teaching/learning and classroom assessment techniques;
- Goal 18** Complete ongoing technological upgrades identified in the IT plan.
- Goal 19** Develop and implement as appropriate an employee succession plan for vacated positions;
- Goal 20** Address the need to employ more diverse faculty and staff and to create bonds in the Mexican-American community;
- Goal 21** Continue to use a mutual gains approach to collective bargaining and develop training programs to educate mid-management in the administration of labor contracts
- Goal 22** Implement College-wide staff development and training programs with particular emphasis on comprehensive new employee orientation and services for troubled employees;
- Goal 23** Undertake a comprehensive analysis of compensation, starting salary guidelines, and a classification system for non-represented employees;
- Goal 24** Complete a comprehensive review of all current performance evaluation systems and make replacements with interactive, meaningful systems where needed.
- Goal 25** Continue to refine the long-term capital financial plan to support expansion and refurbishment of the campus; ensure capital and operating budgets are properly aligned and revenue stream estimates are realistic;
- Goal 26** Review outsourcing of services; assess efficiency and ROI; add or subtract as needed;
- Goal 27** Use this strategic plan as a major measure for new money requests to the Planning and Budgeting Council.
- Goal 28** Provide periodic professional development for the leadership team to continue to function effectively as a team;
- Goal 29** Continue to meaningfully expand the use of an in-house electronic Board document management system for greater efficiency;
- Goal 30** Restructure leadership meeting schedules for maximized efficiency.
- Goal 31** Extend educational partnerships with Kean University, New Jersey City State University, Stockton College, and others, as appropriate;
- Goal 32** Create an institution-based initiative using effective technology to engage alumni as active participants in fundraising.



# ADMISSIONS & ACADEMIC INFORMATION





## ADMISSIONS

New Jersey's community colleges are "open door" institutions that admit all high school graduates, those holding state-issued high school equivalency diplomas, and all other persons 18 years of age or older who have the ability to benefit from post secondary education. The student applying for admission to Ocean County College is required to submit an application and credentials to the Office of Registration and Records as early as possible during the 6 months immediately prior to entrance. Applications will be considered when all the necessary steps have been completed.

The candidate is responsible for the completion of all admission requirements. These are listed below.

1. If a student attended a secondary school, an official transcript from the secondary school showing subjects completed and grades earned is requested. If the student is a high school graduate, the transcript must include the date of graduation. A state-issued high school equivalency diplomas may be submitted as evidence of high school graduation. Note: Financial aid programs require students to submit a high school transcript.

2. A completed application for admission. Application forms may be obtained from the high school guidance counselor, from the college Office of Registration and Records or from the college website. An online application for admission is available on our website.

All information to be filled in by the candidate should be completed and returned to the Office of Registration and Records.

3. Official transcripts forwarded to the Office of Registration and Records from any college previously attended.

4. A medical examination by a physician is required only of those individuals accepted into the nursing program.

5. Proof of residency.

Signing the application after listing the address may be sufficient. A copy of a valid New Jersey voter registration, driver's license, county I.D. card or official Ocean County high school transcripts are acceptable documents. Proof of residence must be satisfactory to college officials.

In order to qualify as a resident, an adult must have established legal, permanent domicile within the county for 1 year prior to the date of registration. Adjustments to residency status can only be made prior to the first day of class each semester.

6. Applicants for the NURSING PROGRAM are required to take the American College Test (ACT) or the Scholastic Aptitude Test (SAT). This requirement is waived if the applicant has a Bachelor's degree from a regionally accredited college or university and successful completion of A&P I & II with a minimum of a "C" within the last ten years or have a 2.7 college GPA which includes the General Education component of the Nursing Program.

## REGISTERING FOR COURSES

The registration dates and course schedules for each term are available on our website or from the Registration and Records Office. Registration forms are available in this office as well. Full time students must see an academic advisor before registering for classes, and obtain the advisor's signature on the registration form. Part time students can obtain advising if they choose, but it is not required. Completed registration forms can be processed in the Registration and Records Office.

### WebAdvisor

WebAdvisor is an online service for students that allows students to view semester schedules, check grades, register for courses (if approved), access transcripts, pay bills, and run program evaluations to detail exactly what courses are required for a particular degree. No login is required to view the semester schedules. WebAdvisor is available via Ocean Cruiser, our college portal.

## STUDENT IMMUNIZATION REQUIREMENTS

New Jersey law requires that all students attending colleges in New Jersey show proof of immunization for measles, mumps, and rubella. This law requires all students born after 1956, who are matriculated in a degree program, and who did not attend an elementary or secondary school in New Jersey, to provide the college with a Certificate of Immunization.

## ACADEMIC INFORMATION

### OCC ONLINE SERVICES

There are a variety of online sites and services you will find helpful and/or be required to use while a student at OCC. Some require a login and password.

### College Website

Almost any information a student might need can be found on the website at [www.ocean.edu](http://www.ocean.edu). From there you can browse through the many pages of information or use our quick links or search feature to find something specific.

### College Portal - Ocean Cruiser

Ocean Cruiser is the college portal and can be accessed via our main web page by clicking "Ocean Cruiser" at the top of the page. Ocean Cruiser contains a vast amount of information, and it is advised that a new student click on "first time user" (on the left side of the page) to become familiar with the many features this system provides. Some of this information is accessible without logging in, but to access all the system has to offer, you must log in. Your individual account should be available within 2 weeks of your application to the college being entered into our system. Your login is your firstname\_lastname, all lower case and no spaces. Your password for initial access will be your 7-digit college ID#, which can be found either at the bottom of your acceptance letter to the college, your OCC ID card, or on the bill/schedule you received upon registration. Upon your first access, you will be required to choose a private password. Please make note of it and utilize the password hint feature!

Contained within Ocean Cruiser, you will find:

- **Email:** All students will receive an email account through the college. This can be accessed within Ocean Cruiser (after logging in) by clicking on the envelope icon at the top of the screen. Please be certain to check for email periodically as this is the college's main method of communication with you. Your email address will be in the format `firstname_lastname@occ.mailcruiser.com`.

The college has so many names in our database that it is possible someone with your same first and last name already has a login. In that instance, the system will assign 4 random numbers after your name, which you will need to use as part of your Ocean Cruiser login ID, your email address, and your WebCT username. In order to find out if you have numbers after your name, and what they are, go to [www.ocean.edu/htm](http://www.ocean.edu/htm). By inputting other information, you will find out if you are john\_doe or john\_doe1234.

- **WebAdvisor:** An online service that allows students to view semester course schedules, check official final course grades, register for courses, pay bills, get unofficial transcripts, and run program evaluations. The system can be accessed within Ocean Cruiser by clicking on the "WebAdvisor" tab at the top of the screen.

- **Coursework:** Some instructors will utilize Ocean Cruiser to post assignments or test grades within a course. Your individual instructor will let you know if this is utilized within a particular course.

## Bookstore

Our Bookstore is located on our main campus, but it is also possible to shop at the Bookstore online. From the main web page of [www.ocean.edu](http://www.ocean.edu), click on the word "Bookstore" or from other pages, the link is <http://bookstore.ocean.edu>. You can set up your own online access by clicking first on "Log In" on the left, and then clicking "Register here" to establish a login and password for online purchases.

## Academic Progress

The academic sanctions for failing to maintain satisfactory academic standards/progress may include probation, special probation, academic restriction, and academic suspension. These sanctions will be imposed on students who either fail to earn sufficient grade points or who continue to withdraw excessively from classes. More specifically, any student who has completed 12 or more semester hours with a cumulative grade point average below 2.0 (C average) or who has failed to earn at least 50 percent of all credits registered for on the official day of counting student enrollment for two or more consecutive semesters will have an academic sanction of probation, special probation, academic restriction or academic suspension imposed.

A student placed on academic restriction or suspension may appeal the action to the Academic Standards Committee.

## Academic Standing

In order to remain in good standing and become eligible for graduation, the student must maintain a C average or a grade-point average of 2.0. The cumulative grade-point average is computed by dividing the total grade points earned by the total semester hours attempted.

A student will be placed on academic probation if he/she earns a cumulative grade-point average of less than 2.0.

If the number of grade points is 12 or more below the points required to maintain a 2.0 average the student will be considered for academic restriction.

## EXAMPLE

	Semester Hours		Letter Grade	Grade Points		Total Points
Course 1	3	x	(A)	4	=	12
Course 2	3	x	(D)	1	=	3
Course 3	4	x	(D)	1	=	4
Course 4	3	x	(F)	0	=	0
Course 5	2	x	(D)	1	=	2
Total						= 21

This student took 15 semester hours and received 21 grade points, a grade-point average of 1.4. This is below 2 so the student is on probation. However, since the total grade points are only 9 grade points short of the 30 required for a 2 average, the student is not academically restricted. A comparable report in two consecutive semesters would leave the student 18 points short and eligible for academic restriction. A student may continue on probation as long as the grade-point deficiency does not go below 12, but a 2 index is required for graduation.

If a restricted student fails to make appreciable progress, a one year suspension may be imposed during which no credit courses may be taken.

## Class Attendance

Ocean County College, recognizing that class attendance must be consistent with the objectives of the institution, will develop and maintain student attendance regulations and procedures that are consistent with these objectives.

Attendance at all classes and appointments is expected. Following Policy # 5162, at the beginning of each course, the instructor will state the attendance policy for that course. Individual instructors determine the attendance policies for their courses; however, if an instructor chooses to make absence a component of course grading procedures, grade penalties for absence may be imposed only when a student exceeds a 10% absence rate.

A student may withdraw without academic penalty at any time up to the 60% point of the semester. After that deadline, students cannot withdraw.

## Changes in Schedule

A student may drop a course at any time prior to the first date of the term and receive a full tuition refund. (See section on refunds concerning drops after the first date of classes.)

A student may add a course or change a schedule only during the designated Drop/Add time period after classes have begun.

**No registration will be allowed after the attendance census date of the term.**

Schedule changes must be initiated on an official Add/Drop form. Instructors cannot accept changes in registration that have not been properly authorized. **Add/Drop forms can be obtained from the Registration and Records Office and must be submitted to Registration and Records prior to the attendance census date.**

After a semester begins, students who drop and add courses within the same day, even if done as separate transactions at different times of the day, will have tuition and fees processed on an even exchange concept. If the drop and add are on separate dates, tuition and fees for the drop will be processed according to the Refund Policy. The added courses will be billed at full rate.

**A student may withdraw at any time up to the 60% point of the semester; a grade of "W" will be assigned. No withdrawals are allowed after that time. Exact withdrawal deadline dates are available on our website and posted in the Registration and Records office.**

## Auditing a Course

Students registered for audit are entitled to participate in all course activities but receive no credit. Permission to Audit forms are due to Registration & Records before the attendance census date of the term. In special circumstances a student may appeal in writing to the Academic Standards Committee for permission to change to audit after the census date, if he/she is passing at the time. No student may change from audit to credit. Audit students not fulfilling all course requirements may be required to withdraw from the course. The grade of "R" (registered for audit) will be recorded.

Any student who is auditing a course will still be financially responsible to the college for all tuition and fees.

## Incomplete Work

A grade of "I" (Incomplete) may be awarded by an instructor if he/she approves a request received from the student no later than the day of the final examination. A valid reason for the request must be offered. Approval of the request will allow 30 days from the beginning of the next regular semester for the work to be completed (five days for prerequisites). However, if the student is enrolled in a course for which the "I" grade is a prerequisite, the work for the incomplete course must be made up by the fifth day of the next regular semester or the student must withdraw from the higher level course. Extensions in both cases may be granted by the instructor with the consent of the Vice President of Academic Affairs. When the work is completed, a change of grade form will be prepared by the instructor and forwarded to the Office of Registration and Records after all required signatures are obtained. If the work is not completed within 30 days of the following semester, the grade of "F" will automatically be recorded.

## Grading System

The student is at all times responsible for his/her own academic progress and standing, for contributing by preparation for and participation in those classes in which he/she is enrolled and for maintaining an academic achievement record commensurate with his/her ability.

Reports showing the grades received by the student will be issued at the end of each semester. These reports will be available on WebAdvisor.

The following marks, with their value in grade points per semester hour of credit are used:

### GRADE POINTS PER SEMESTER HOUR

A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Passing – Below Average	1.0
F	Failure	0
W	Withdrawn/Non-Payment	None
I	Incomplete	None
R	Audit	None
P	Pass	None
NC	No Credit	None

Incomplete grades (I) must be resolved prior to 30 days into the following semester (five days for prerequisites). Meanwhile, the initial grade report will indicate the "I" grade but will not affect the semester and grade point average. If the work is not complete within 30 days into the next regular semester or an extension is not granted by the Vice President of Academic Affairs, the grade of "F" will be recorded.

Any course may be repeated. Note that the second grade received is the one that counts toward the grade point average and the credits earned (even if the second grade is lower than the first).

## Nursing Program Requirements

The minimum passing grade for nursing (NURS) courses is "C" (75%). All required courses in the nursing curriculum must also be passed at the "C" level or higher.

Students may not continue or reenter the program upon failure on the second attempt of a required nursing course or failure of a second required nursing course.

## Pass/No Credit Grading

One free elective course outside the major field of study may be taken each semester during the sophomore year on a pass/no credit basis. A part-time student who has earned a minimum of twenty-eight (28) semester hours of credit may register on a pass-no credit basis for one elective course during any succeeding semester for a maximum of three courses. Students so registered shall be expected to complete all course requirements. The grade of P will be recorded for successful completion of each course with semester hours of credit applied toward a degree. A grade of "NC" - No Credit will be used to indicate unsuccessful completion of the course and will appear on the permanent record. In neither case will the grade point average be affected.

## President's List & Honors

The President's Honors List is official recognition by the faculty of outstanding academic achievement. A student who has completed a minimum of 12 credits, with no grade lower than C in a given semester, and has achieved a semester grade point average of 3.50 or better qualifies for this honor. The President's Honors List is compiled each semester. Part-time students are eligible for this honor at the completion of 16, 32, 48 and 64 credit hours respectively, having a cumulative grade point average of 3.50 or better.

A candidate whose final cumulative grade-point average is 3.50 or better will be graduated with honors:

Cum Laude	(3.50-3.79)
Magna Cum Laude	(3.80-3.89)
Summa Cum Laude	(3.90-4)

Enrollment on a full-time or part-time basis does not have to be maintained during consecutive semesters to qualify. If a student stops attending for one semester or more, the cumulative average will be the determinant.



## Student Classification

In deciding on a credit-hour load, the student must consider the pressures of part-time jobs and other limiting factors. One method is to estimate that each credit hour carried will require two hours of out-of-class preparation.

1. A full-time student is one who is in good academic standing and who carries 12 or more hours of credit. The full-time student will normally carry 15 to 18 credit hours in order to graduate after four semesters. Full-time students must be enrolled as degree candidates.
2. A probationary student is one who has a grade-point deficiency or other academic deficiency and will normally carry no more than 12 hours of credit in a semester.
3. A part-time student is one who carries 11 or fewer semester hours of credit in a semester.
4. A non-degree student is one who has not been admitted to a degree program.
5. A sophomore student is a regular student who has earned a minimum of 30 semester hours. All other degree candidates are considered freshmen.
6. A visiting student is one who is matriculated at another school while enrolled at OCC.

## Course Withdrawal

A student who wishes to withdraw during a semester must do so on the Add/Drop Form provided by the Registration and Records Office. The student is still financially responsible to the college for all tuition and fees, subject to the applicable refund percentage. (See also Refunds and Changes in Schedule). **Failing to attend class will not relieve you of your financial responsibility, even if you have not paid your bill.**

A student may withdraw or be withdrawn from a course without academic penalty at any time up to the 60% point of the semester (exact dates for each semester are available on our website and posted in the Registration and Records Office). If a student stops attending or is administratively withdrawn **after this date**, an "F" will be assigned. Students wishing to withdraw from courses are responsible to submit properly completed and signed Add/Drop Forms to the Registration and Records Office on the first floor of the Administration Building by the deadline date. **Late withdrawals cannot be accepted.**

Students receiving financial aid or VA educational benefits must, under the law, notify the Office of Registration and Records and the Financial Aid Office of their withdrawal from the college or of changing from full-time to part-time status. Failure to do so may result in reimbursing the government agency.

If physically unable to withdraw in person, notify the Office of Registration and Records immediately by telephone. You will not be officially withdrawn until a follow-up written request is received.

## DEADLINES FOR WITHDRAWALS

If you come in to Registration and Records to drop a course by**:	The result will be:
The day before the first day of the semester	Full tuition refund (minus fees), and course does not appear on the transcript.
The attendance census date of the semester	50% tuition refund (minus fees), and course does not appear on the transcript; if adding a course at the same time, no loss of 50% tuition.
The 60% point of the semester	No refund, instructor signature required, and course with a "W" grade appears on the transcript.
After the 60% point of the semester	No withdrawals of any kind will be accepted. The course, with earned grade, appears on the transcript.

*\*\*Exact dates for each semester are available on our website and posted in the Registration and Records Office. Failure to be aware of dates is not grounds for a refund.*

## ACCEPTANCE OF CREDITS

### Acceptance of Credits from an Accredited Institution

Credits granted for work completed at other regionally accredited institutions may be applied to a degree student's record at Ocean County College if requested. It is the responsibility of the student if requested to provide the Registration and Records Office with a catalog of the institution from which the credits are expected to be transferred.

### Advanced Standing

Students who have demonstrated outstanding achievement in certain subjects while in high school (e.g., English or foreign language) and who meet specific college departmental criteria, may be considered for advanced placement and/or credit. Advanced placement/credit will be considered on the basis of grades attained in the College Entrance Examination Board Advanced Placement Program examinations.

### Challenge Examination

With instructor approval, challenge examinations may be offered to qualified students who apply. This policy may be implemented only for those courses in which objectives can be measured by examination. An examination may not be requested earlier than the end of the third week from the beginning of classes, nor later than three weeks prior to the end of classes. Grading will be on a Pass/Fail basis only. Students who successfully complete the challenge examination will be awarded a Pass grade and credit for the course at the end of the semester. The college reserves the right to change these scores in accordance with statewide community college procedures.

### College Level Examination Program (CLEP)

In accordance with established departmental criteria, credit may be granted for the General Examination or the Subject Examinations of the College Level Examination Program (CLEP). Questions concerning the examinations accepted at this college and minimum scores required are available in the Registration & Records, Advising and Testing offices.

## Credit By Examination

Credit from non-accredited institutions and/or credit for work and other experiences may be granted on the basis of credit by examination in accordance with established departmental criteria. The Vice President of Academic Affairs will approve the granting of such credit upon recommendation of the appropriate department administrator in accordance with College policy. This policy applies only to fully matriculated students who have not transferred in the maximum credits acceptable. A fee shall be assessed for each examination. A grade of Pass/No Credit will be issued for Credit By Examination.

## Portfolio Assessment

Students may earn credit through portfolio assessment for experiential learning in certain academic programs.

## ASSESSMENT

### College Placement Test

All degree seeking students are required to demonstrate college-level proficiency in English and Mathematics. Therefore, the college tests incoming freshmen in reading, writing, and mathematics skills. The results of these tests have no effect on admission to Ocean County College. Their purpose is to help the college place students in courses appropriate to their academic backgrounds and needs. The Placement Test should be taken as soon as possible after admissions applications are submitted to avoid delays in the scheduling of courses. Also, early testing may enable students to complete developmental courses during summer sessions. Students with the following scores will be exempt from the corresponding segments of the Placement Test:

SAT: 540+ Critical Reading; 530+ Math

PSAT: 54+ Critical Reading; 53+ Math

HSPA: 235+ Critical Reading & Literacy; 250+ Math

ACT: 23+ English/Writing; 22+ Math

Students may challenge (retake) the Placement Test only once, and must do so before beginning any developmental courses. Placement Test scores are valid for three years. For additional information and practice sites, visit the Testing Center on the OCC website: [www.ocean.edu](http://www.ocean.edu); search for "Placement Test".

After students are accepted by the college, they can call the Testing Center at 732-255-0401 to schedule to take the College Placement Test. Walk-in testing, with no advance appointment, is also available. Please see the Testing Center webpage for hours of operation. The test should be taken as soon as possible, since a delay in testing could result in a delay in the scheduling of courses. Also, early testing may enable students to complete developmental courses during summer sessions.

### College Level Math Test

Students who wish to register in the Mathematics course sequence MATH 191 or higher and who have not met the course prerequisites must take the College Level Math Test. This placement test assesses current mathematical ability in areas such as algebra, trigonometry, and functions. For additional details on this test, visit the Mathematics Department page on the OCC website, or stop by the Mathematics Department Office (Russell Building, room 112).

## DEVELOPMENTAL POLICY

College policy states that full-time students must take the Placement Test before registering for their first semester. Part-time students must take this test before attempting their 12th credit and before registering for an English or math course. Also, prior to taking the Placement Test, part-time students may not enroll in more than three courses in a semester.

Students needing developmental English must enroll in the course immediately. Students needing developmental mathematics must enroll in the course before completing 24 credits. The passing grade for a developmental course is "C". New full-time students needing ENGL 091 are limited to a maximum of 13 credits.

The required courses are:

- ENGL 091 (4 cr.)
- ACAD 155: Student Success (3 cr.)
- Developmental Math (if needed)
- Courses identified on a limited load course list (if needed for the 12-13 credit maximum)

Part-time students who need ENGL 091 and who wish to take additional courses will be restricted to a limited load and must select from the limited load course list.

Students enrolled in developmental courses may need to attend Ocean County College for one or more additional semesters in order to satisfy specific program degree requirements. The college will not award a diploma to any student who has not demonstrated competency in the developmental skills.

### Developmental Courses

The developmental courses offered by the college are:

ENGL 091: Developmental Reading & Writing I

ENGL 095: Developmental Reading & Writing II

MATH 011: Introduction to Algebra I

MATH 012: Introduction to Algebra II

The minimum passing grade for a developmental course is "C".

Developmental courses cannot be used to satisfy degree requirements but are prerequisites to advanced courses.

## Developmental Probation, Restriction & Suspension

### A. Developmental Probation - Math

Students failing to attain a minimum grade of "C" in the mathematics developmental courses will be placed on remedial probation.

1. FULL-TIME students are limited to 12 semester hours and must re-enroll immediately in the developmental course.
2. PART-TIME students must include the developmental course as part of their course load in the next semester in which they enroll.

### B. Developmental Restriction - English

Students failing to attain a minimum grade of "C" in English developmental courses will be placed on developmental restriction. (Developmental restriction takes priority over Developmental Probation).

1. Students placed on developmental restriction are limited to a maximum credit load of 12-13 credits, which must include the needed developmental course. The remainder of courses must be selected from the limited load list.
2. Students placed on developmental restriction who fail to pass the developmental course on the next attempt, are limited to 6-7 credits, which must include the developmental course.
3. Students placed on developmental restriction who fail to pass the developmental course after having been limited to 6-7 credits, can only register for that developmental course.

## CENTER FOR ACADEMIC EXCELLENCE

### Center for Academic Excellence (CAE)

A Center dedicated to student success, focusing on the first year

At Ocean County College, we are committed to providing a community that will maximize the potential for success for every first year student. The faculty and staff are dedicated in offering a solid academic foundation through active learning, technology, innovative teaching, and diversified experiences while promoting an environment that encourages student involvement.

The Center for Academic Excellence is an integral part of the OCC community, offering an array of services for students to achieve academic success.

### Academic Coaching

Coaching sessions assist students in strengthening academic skills, improving study habits and developing organizational skills. Sessions focus on topics such as goal setting, time management, note taking, testing and stress management. These sessions are open to all students in the fall and spring semesters. Small groups meet in the Center for Academic Excellence. To register, please call the CAE at 732-255-0400 ext. 2957.

## Academic Skills - ACAD 155 Student Success

This course will assist students in building a solid foundation for a successful college experience through development of critical thinking, information literacy, interpersonal communication, communication in an academic environment, and resource acquisition. ACAD 155 is designed to meet three critical needs: 1) to engage the student in learning opportunities, both in and out of the classroom, 2) to develop the appreciation of critical thought among all disciplines, and 3) to improve the student/faculty interactions at Ocean County College.

## Disability Services

Disability Services provides academic adjustments for OCC students with all types of disabilities. Students must contact the CAE, complete an intake process including providing documentation of a disability. An Accommodation Plan for eligible students is developed in accordance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Both full and part-time students, including students attending distance learning classes, are encouraged to inquire about disability services at 732-255-0456. Academic advising is available for students with disabilities.

## NJ Stars Enrichment Services

New Jersey Stars Enrichment Program, mandated by legislature, is required for all NJ Stars students who do not earn a 3.0 GPA during their first semester. Students in the Enrichment Program are required to take our ACAD 155 Student Success course to maintain their scholarship. The program also provides students with valuable resources and services such as advising, course scheduling, and tutoring to help NJ Stars students build a foundation for success in college.

## Peer Mentors

Peer Mentors assist first year students in striving for excellence in their college endeavors at OCC by helping with orientation and registration, providing information about campus and academic supports, encouraging club and extracurricular involvement, and presenting in the ACAD 155 course. Mentors develop their own leadership and communication skills while focusing on the needs of first year students at OCC.

## Peer Tutors

Peer Tutors are available in various content areas, such as mathematics, science, humanities, and social sciences. OCC students, under the recommendation of faculty, are able to become peer tutors and help students succeed in college. This is a valuable experience for the tutors as well as the tutees. Training and certification is available through the CAE/College Reading and Learning Association (CRLA).

## Testing Center

In addition to Placement testing, the Testing Center also offers high school equivalency exams and partners with Disability Services, Kean-Ocean, Continuing & Professional Education, The School of Nursing, virtual and distance learning institutions, and test vendors to administer and proctor various academic tests, skills- and competency-based tests and professional certifications. It is located on the ground floor of the Library building, Room L014. Hours: Mondays & Fridays, 8:00am-4:00pm; Tuesdays, Wednesdays, & Thursdays 8:00am-8:00pm; Saturdays 8:00am-1:00pm. Phone: 732-255-0401 Fax: 732-255-0496



## Office Information

Location: Library Building, Room 124

Phone: 732-255-0456

Fax: 732-864-3860

TTY/TDD & Voice: NJ Relay 711

Hours: Monday through Friday, 8:00am-4:00pm

## SPECIALIZED PROGRAMS

### English-as-a-Second-Language Program

Students entering Ocean County College who are non-native speakers of English, identified as needing English language instruction, will be referred to the English as a Second Language Program for testing and placement. The ESL Program offers language instruction at the beginning, intermediate, and advanced levels. In addition, it offers a studies -skills course for students who have completed their ESL course work and are taking reading and writing courses with native speakers. Courses for each level are listed below.

#### BEGINNING LEVEL:

ENSL 002: ESL Elementary English II

ENSL 003: ESL Elementary English III

#### INTERMEDIATE LEVEL:

ENSL 004: ESL Intermediate Listening & Speaking

ENSL 005: ESL Intermediate Reading & Vocabulary

ENSL 007: ESL Intermediate Grammar

#### ADVANCED LEVEL:

ENSL 008: ESL Advanced Grammar

ENSL 009: ESL Advanced Reading & Writing

*These classes are for institutional credit only; they do not count toward graduation.*

## High School Students

Participation in the following programs is arranged through the high school guidance department, and students must be recommended by a high school guidance counselor. For more detailed guidelines, contact your high school guidance office or call the Office of Registration and Records at 732-255-0304.

### EARLY ADMISSION PROGRAM

Under the Early Admissions Program policy, high school students who have completed their junior year, whose class rank is at least at the 90th percentile and who meet certain other admissions criteria including SAT performance may, with the concurrence of their high school administration, matriculate as full-time degree students at Ocean County College.

## JUMP START PROGRAM

With the concurrence of their high school administration, junior or senior high school students may enroll as part-time, non-degree students at Ocean County College in the "Jump Start" Program. Jump Start students may register for a maximum of two courses per semester while attending high school. Reduced tuition is available, excluding all online courses. Distance learning courses are not recommended for students in the Jump Start Program.

## Tech Prep

Tech Prep is a partnership between Ocean County College and area high schools to develop highly skilled, performance oriented workers in demand occupations for the future. Students from the participating high schools comprising the 2+2+2 Tech Prep Consortium can continue their education at OCC with a coordinated curriculum that assures continuity in instruction and eliminates duplication of educational experiences. Many students go on to receive baccalaureate degrees through the 2+2+2 Tech Prep Program. For information on specific programs call School Relations at 732-255-0477.

## Kean-Ocean

Earn credits toward your Bachelor's or Master's degree on the Ocean County College campus with the OCC/Kean University Partnership. Kean University and Ocean County College (Kean-Ocean) have established a partnership that enables area residents to complete the upper division courses required for certain Kean University undergraduate degree programs and specific graduate programs on the campus of OCC.

## GRADUATE

Courses are being offered at OCC for Kean master's degrees in Counselor Education (with State certification for school counseling), Educational Leadership (with State certification for supervisor and principal), Nursing, and the Executive Master's degree programs in Business Administration and Public Administration.

## Honors by Contract Pilot Program

OCC is piloting a "Honors by Contract" program for the current academic year. Interested students should contact Professor Lynn Kenneally at 732-255-0400 ext. 2275 or at [lkenneally@ocean.edu](mailto:lkenneally@ocean.edu).

## UNDERGRADUATE

Kean-Ocean provides undergraduate courses that will lead to a Bachelor's degree completion program in:

- Accounting
- Biology
- Biology Teacher's Certificate Option
- Computer Science; Information Systems Operations
- Criminal Justice
- Elementary Education, K-5 Certification
- Elementary Education, K-5 & 5-8 subject certification
- English, standard option
- English, Teacher Certification Option
- Finance
- History
- History/Teacher Certification Option
- Management
- Marketing
- Nursing
- Physical Education/Global Fitness & Wellness
- Physical Education & Health K-12 Teaching Option
- Psychology
- Public Administration
- Sociology
- Special Education
- Visual Communications Technology (Graphic Design)

If you want to apply for a Kean-Ocean program and already have or will soon complete your associate's degree, apply directly to Kean University. The application can be accessed through the Kean-Ocean webpage at [www.kean.edu/keanatocean](http://www.kean.edu/keanatocean).

## Rutgers Dual Degree Program

Ocean County College participates in the Rutgers Dual Degree Program (DDP). Each year Rutgers University selects certain applicants from their freshman admission pool to participate in the DDP, and invites these students to attend a community college in the state of New Jersey. Upon completion of an AA/AS degree, with at least a 3.0 GPA, they are guaranteed admission to Rutgers University. Rutgers expects that students will use NJ Transfer ([www.njtransfer.org](http://www.njtransfer.org)) to plan their academic program at the community college, based on their intended choice of Rutgers campus/college and major. *You may not self-identify to be a DDP participant.*

Students who are not in the DDP can still apply to transfer to Rutgers University. OCC students planning to transfer to Rutgers will also use NJ Transfer for academic planning.

## New Jersey Stars Program

### NJ STARS I

The New Jersey Student Assistance Reward Scholarship Program (NJ STARS) is an initiative created by the State of New Jersey that provides New Jersey's highest achieving students with free tuition any State and/or Federal grants and/or scholarships at Ocean County College.

Students must:

- Be a resident of Ocean County, graduate in the top 15% of their high school class.
- Students may receive 4-5 semesters of funding for up to 18 credits per semester.
- Students must apply for all forms of State and Federal Student Aid (FAFSA) and submit any requested documentation to complete and verify application data within the established deadlines.
- Students must maintain continuous full-time enrollment and achieve a minimum cumulative grade point average (GPA) of 3.0.
- Students must earn a 3.25 cumulative GPA upon graduation from community college to be eligible for NJ STARS II.

### NJ STARS II

NJ STARS II is a continuation of NJ STARS I that provides partial scholarships and enables successful NJ STARS students to earn a Bachelor's degree at a New Jersey four-year institution of higher education.

Students must:

- Earn an associate degree from a New Jersey community college with a minimum of 3.25 GPA.
- Maintain a 3.25 average GPA in their junior year to receive the scholarship in his/her senior year. The senior year award will be adjusted up or down based on the student's grade point average.
- Be admitted to a New Jersey four-year institution of higher education.
- Be enrolled in a full-time course of study (up to 18 credits per semester) in a baccalaureate degree program during the academic year following graduation from community college.
- Students may receive an NJ STARS II scholarship for up to four (4) semesters, excluding summer sessions and must apply for all forms of State and Federal need-based grants and merit scholarships by completing the Free Application for Federal Student Aid (FAFSA) within the established deadlines and complete any required verification procedures.

For additional program information and requirements, please visit [www.ocean.edu](http://www.ocean.edu) or [www.njstars.net](http://www.njstars.net). Call 732-255-0525 or email [njstars@ocean.edu](mailto:njstars@ocean.edu).

## Other Joint Admissions & Transfer Opportunities

Information on the following programs is available on the college website: [www.ocean.edu](http://www.ocean.edu).

Albright College (PA) Dual Admissions Agreement  
Bellevue University  
Berkley College  
DeVry University  
Excelsior College  
Fairleigh Dickinson University  
Franklin University (OH)  
Georgian Court University Dual Degree Agreements  
Kaplan University  
Kean - Ocean, Kean University  
Monmouth University  
New Jersey Institute of Technology  
Northwood University (FL) Direct Transfer Agreement  
Norwich University  
Palmer Chiropractic College  
Paul Smith's College (NY)  
Richard Stockton College of New Jersey  
Rutgers University  
St. John's University (NY)  
St. Joseph's University  
Southern New Hampshire University  
Strayer University  
SUNY Maritime College  
The College of New Jersey  
Thomas Edison State College  
United States Sports Academy  
University of the Arts (PA) Direct Transfer Agreement  
University of Phoenix  
University of Maryland University College

## Reduced Tuition for Seniors

Ocean County residents 65 years of age or older, who are fully retired, may enroll in credit courses on a space available basis with a reduced tuition (not including textbooks). Registration will only be accepted the day before classes begin for the semester. For more information, please contact the Registration & Records Office at 732-255-0304.

## INTERNATIONAL & DOMESTIC TRAVEL

These short term programs are usually offered during semester breaks. Recent short term studies abroad experiences have included Theatre in London (England) and The World of the Maya (Central America/Mexico). Some of our travel abroad programs can earn students up to three credits. The college can also assist students in locating longer overseas semester programs offered by other institutions.

For information on international travel opportunities offered by Ocean County College, please call the Department of Academic Affairs at 732-255-0317.



# EXPENSES & FINANCIAL INFORMATION



## TUITION\*

*The student's tuition and fees are established by the college's Board of Trustees and are subject to change at any time.*

Failure to make payment at the time of registration for tuition and fees may cause cancellation of your class schedule. In the event your schedule is canceled for non-payment, you will not be able to attend OCC unless you re-register and pay immediately, provided that registration and courses are still open for selection.

### For County Students

At publication, tuition for a certified resident of Ocean County is based on a per credit hour charge of \$104.

The total cost for educating each student is determined by dividing the cost of operating the college by the estimated number of full-time equated students attending the college. The state's contribution per student is subtracted. The balance is shared between the county, the student and other miscellaneous sources.

### For Eligible Out-of-County Residents

Students attending a county community college outside their county of residence are eligible for the prevailing in-county tuition rate under the following conditions: (1) the county of residence does not sponsor a county college, or (2) the college in the county of residence certifies that it does not offer the particular course or program of study desired by the applicant, or (3) the college in the county of residence certifies that it cannot admit the applicant into a particular course. Under chargeback legislation, the sending county is obligated to contribute toward tuition. For required documentation, contact the Registration and Records Office at 732-255-0400, extension 7301.

A copy of the student's College Skills Assessment test scores must be submitted before a chargeback can be considered. If eligible, the student should request an "Inability to Admit" form from the college in his/her county of residence and a "Certificate of Residence for the Purpose of Chargeback" form from his/her county fiscal officer. These forms should be presented to the Cashier's Office at Ocean County College immediately following registration. If the forms are not submitted, the student must pay out-of-county tuition rates. Out-of-county students should contact the Office of Registration and Records for more information concerning the Chargeback Law.

### Tuition Schedule

At publication, rates for full-time and part-time students were as listed below, (excluding fees). A current listing of tuition and fees can be obtained from the cashier's office, located in the Administration building or on the website: [www.ocean.edu](http://www.ocean.edu).

**County residents:** \$104/semester hour

**Out-of-county N.J. residents:** \$130/semester hour

**Out-of-state residents:** \$215/semester hour

**Jump Start (after applied Trustee Discount):**

\$72/semester hour plus technology fee

**Reduced Tuition for Seniors:** \$52/semester hour plus technology fee

**Tuition Deposit (Nursing Students Only):** A \$300 nonrefundable tuition deposit is required of newly accepted nursing students.

## FEES\*

### College/Student Fee

At publication, full-time and part-time students pay a college/student fee of \$18 per credit hour. The fee represents partial subsidy of the following services:

#### 1) College Budget

- Advising
- Intercollegiate Athletics
- Student Life Office Administrative Operations
- Health Services Office
- Transfer & Placement
- Financial Aid
- Admissions & Records
- Parking

#### 2) Student Life Fund

- Clubs & Organizations
- College Center Building Fund

In addition, full- and part-time students pay a technology fee of \$12 per credit hour.

### Graduation, Diploma, and Certificate Fees

A fee of \$25 is due at the time of application for graduation. A fee of \$10 to cover the cost of printing and lettering is charged students receiving certificates. Applications are available in the Office of Registration and Records. An additional fee of \$42 for a cap and gown is required for students planning to participate in the Commencement ceremony.

Graduation applications should be filed by March for spring graduation and June for summer graduation. Students applying after this date will be reviewed with those graduating the next semester.

### Course Fees

The following fees will be required of all students enrolled in certain designated courses. These fees are used to offset laboratory materials, tutoring or other needed costs. Fee categories appear at the conclusion of applicable course descriptions. A special table of fees, not shown here, also exists for International Education courses.

FEE CATEGORY	FEE PER COURSE
1	\$20
2	\$25
3	\$32
4	\$50
5	\$70
6	\$75
7	\$100 (Online Courses)
8	\$2,000 (Nursing only)

In addition to the above, students may be required to purchase materials for their own use in conjunction with certain courses as noted at the end of those course descriptions. These costs will be identified by the course instructor and will not be included on the student's bill prepared by the college.

\*At time of publication.



## Registration Fees

All students are expected to comply with the schedule of registration as published in the college calendar. **A \$20 non-refundable registration fee is charged to all students for each registration term.** Post registration generally will be permitted up through the census date for those who failed to do so during the regular registration period.

## Tuition & Fees Payment

All tuition and fees must be paid at the time of registration. Checks or money orders are acceptable when made payable to Ocean County College. A charge of \$25 will be assessed for all checks issued to the college and not paid upon presentation to the bank. The college offers a payment plan option to students who cannot pay their entire bill in full at the time of registration. Visa, MasterCard, American Express and Discover are also accepted.

## Office of Student Life Emergency Loan Fund Penalty Fees\*

The following penalty fees will be assessed to students who are delinquent in payment of their Office of Student Life Emergency Loans:

14-20 days overdue.....\$5

21 or more days overdue ..... \$10

Return Check Fee .....\$25

The student shall also be responsible for absorbing all costs involved in collection of any delinquent emergency loans and/or penalty fee.

\*At time of publication.

## International Students

In order for an international student to attend Ocean County College, the following requirements must be met prior to acceptance and our issuing an I-20 Student Visa form:

1. Submission of a completed admissions application. The address on the application should indicate where the student would be living while attending Ocean County College.
2. All minors, under 18 years of age, must show proof of high school diploma or United States equivalent and are required to have a sponsor. A minor's admissions application must be signed by the student and by the sponsor.
3. A notarized affidavit from a United States citizen or an authorized agency attesting to the assumption of responsibility for the international student during the period the individual intends to remain in the United States. The affidavit of support must be a completed I-134 found at [www.uscis.gov](http://www.uscis.gov).

4. Satisfactory performance on the Test of English as a Foreign Language (TOEFL) is required as evidence of proficiency in English. If the exam is taken on a computer the passing score is 173 and if paper based, the passing score is 500. TOEFL iBT passing score is 61. Students who currently reside in the United States under some type of visa can submit the following TOEFL scores: a score of 127 or high on a computer based test, 443 or higher on a paper-based test or a passing score of 43 or higher for the TOEFL iBT. An additional test of language skills will be required and students will have to take additional English courses depending on their scores. All international student applicants must meet this requirement. For more information concerning this test and the location of the nearest testing center, contact them online at [www.toefl.org](http://www.toefl.org). If you don't have access to the web, you can write to the Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA, or call at 609-771-7714.

5. The cost of tuition for an international student will be the same as that of an out-of-state or foreign resident, regardless of residency. Documented funds for educational and living expenses must be shown in a bank account or other readily convertible assets excluding real estate and other fixed assets. See budget below.

6. An international address from the student's country of origin, with a photocopy of their current Visa and Passport, is required for identification purposes. Students must also note what type of current Visa they have if they are already in the United States.

7. Since Ocean County College is a non-residential institution, the student must make arrangements for room, board, and transportation. It is the responsibility of the student to arrange this prior to the start of classes.

8. When applying for the Spring Semester, we must receive all completed paperwork by November 15th. When applying for the Fall Semester, we must receive it by July 15th.

9a. Students who are transferring their F-1 Visa into Ocean County College must also complete the Notice of Intention to Transfer form and submit a copy of all I-20s they have received from their current and previous schools.

9b. Student who will be receiving their first I-20 must pay the SEVIS fee at [www.fmjfee.com](http://www.fmjfee.com).

Ocean County College abides by the Student and Exchange Visitor Information System (SEVIS) regulations regarding the reporting of international students. While attending Ocean County College, all international students must be full time-students. International students are required to register and complete a minimum of 12 credits each semester.

## INTERNATIONAL STUDENT BUDGET 2014-2015

*Estimated cost based upon 15 credit semesters:*

Tuition & Fees .....	\$7,350
Books & Supplies .....	\$2,025
Room/Board & Utilities.....	\$16,340
Transportation .....	\$3,300
Personal Expenses .....	<u>\$1,500</u>
Total.....	\$32,315



## INTERNATIONAL & DOMESTIC TRAVEL

These short term programs are usually offered during semester breaks. Recent short term studies abroad experiences have included Theatre in London (England) and The World of the Maya (Central America/Mexico). Some of our travel abroad programs can earn students up to three credits. The college can also assist students in locating longer overseas semester programs offered by other institutions.

For information on international travel opportunities offered by Ocean County College, please call the Department of Academic Affairs at 732-255-0317.

## TEXTBOOKS (BOOKSTORE)

For the convenience of the students, faculty, staff, alumni and friends of the college, the college operates a bookstore located in the College Center complex. A full-time student may expect textbooks to be approximately \$600 per semester. The figure is only an estimate and can vary significantly depending upon the courses chosen.

The bookstore offers a wide variety of new, used, and rental textbooks in addition to an array of products such as sportswear, school supplies, computers, insignia items, greeting cards, toys, novelty gifts, Starbucks Coffee, etc.

The bookstore is open Monday through Thursday from 8:30am to 7:00pm and Friday from 8:30am to 4:00pm. Hours are extended during the beginning of each semester to include one Saturday from 8:30am to 12:00pm. Special hours are posted on the Bookstore website calendar. During the summer semester and semester break the bookstore is open Monday through Friday from 8:30am to 4:00pm. On Fridays, mid-June to mid-August, the bookstore closes at 3:00pm.

The Bookstore offers a rewards program called Viking Bucks. Viking Bucks can be used on books and merchandise as a cost-saving measure.

## AID & SCHOLARSHIPS

### Financial Aid

Ocean County College provides financial assistance to qualified students through various combinations of grants, loans and part-time employment. Eligibility is determined on an individual basis. Recipients are required to meet program guidelines and maintain good academic standing.

Unless otherwise specified, financial aid is awarded on an annual basis and students must reapply each year. The priority service deadline is April 15.

All students applying for financial aid must file a Free Application for Federal Student Aid (FAFSA). The form can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Applications for financial aid to attend Ocean County College must be received by the Federal Processor no later than June 1 for fall semester and October 1 for spring semester. Applications submitted after the above deadlines are considered late and may result in a loss of state aid. Late applicants should expect to pay for their own tuition, fees and books, but those who establish eligibility for financial aid may receive a refund after processing is completed.

### Verification

A student's application may be selected for review in a process called Verification. In this process, a school is required to compare information from the application with copies of the Federal IRS tax transcripts, W-2 forms or other financial documents. The law says the school is required to ask the student for this information before awarding aid. If the student is selected, please be aware of the following document submission deadlines. **NO AID will be awarded until a file is complete. If we do not receive the information in a timely manner, students should expect to pay for their tuition, fees and books until the file is complete and the student is awarded.**

### DEADLINES

**FALL TERM:** May 9th - Returning Students  
June 6th - New Students

**FALL QUICK TERM:** July 7th - All Students

**SPRING TERM:** October 10th - Returning Students  
November 7th - New Students

**SPRING QUICK TERM:** December 6th - All Students

Students must maintain academic progress within parameters defined by the U.S. Department of Education. Generally students must maintain a 2.0 cumulative GPA and complete 70% of classes within a given semester. No distinction is made between "F" grades, "W" grades or "I" grades with regard to Financial Aid Standards of progress. See a financial aid officer for complete details.

### Special Circumstances

If a student experiences financial hardships during the current tax year, they may request a special circumstances review of their application. Students must complete the verification process before their special circumstances are considered. Students should expect to pay their tuition, fees and books until the file is completed and the student is awarded. Students requesting a special circumstances review after November 1st will be required to provide W-2s for the current work year before the Financial Aid Office will consider a special circumstance review.

### Financial Aid Deferments

The Director of Financial Aid is the official responsible for granting financial award or scholarship related deferments. Under most situations there is no additional charge to the student.

## FINANCIAL AID PROGRAMS AVAILABLE AT OCC

### Federal

- Federal Work-Study (FWS)
- Pell Grants (PELL)
- Supplemental Educational Opportunity Grants (SEOG)
- PLUS loans
- Federal Stafford Loans

### State of New Jersey

- Educational Opportunity Fund (EOF)
- National Guard Tuition Credit Program
- NJ CLASS Loans
- NJ Stars Program
- POW/MIA Tuition-Benefit Program (POW/MIA)
- Public Tuition Benefit Program (PTBP)
- Tuition Aid Grant (TAG)
- Veterans Tuition Credit Program (VTCP)
- Volunteer Tuition Credit Program

### Other Programs

Other educational benefits are available to eligible students through the Veterans Administration, New Jersey Rehabilitation Commission and the Ocean County College Foundation. Reserve Officer Training Corps (ROTC) Scholarships are also available.

Applications and additional information can be obtained by contacting the Financial Aid Office, located on the first floor in the Administration Building.

### Veterans

Veterans, dependents of veterans, and other military personnel may apply to receive educational assistance from the Veterans Administration while enrolled at Ocean County College. All new students should contact the Veterans' Services Office located on the first floor of the Administration building prior to enrolling in classes.

Once VA eligibility is determined, all new students should contact the Veterans' Services Office. New and current students will attend a Veterans' Group Advising session each semester to discuss degree and course selection, career and transfer goals, and graduation requirements. Students must enroll in a degree program or Approved Certificate program. Certificate programs are limited and must be verified for benefits. Students may take certain courses for transfer to a degree at another college if written approval is obtained from the transfer institution.

VA benefits are paid only for courses that are required for the completion of the student's degree program. Student must make satisfactory academic progress in order to maintain eligibility for VA educational benefits.

VA processing takes about six to eight weeks. Veterans should contact the Financial Aid Office regarding other aid available from the State of New Jersey.

To contact a Veterans' Services representative, email [elarningvet@ocean.edu](mailto:elarningvet@ocean.edu) or call 732-255-0400, extension 2080.

## OCEAN COUNTY COLLEGE FOUNDATION

### Scholarship Opportunities

The Ocean County College Foundation is a private nonprofit organization dedicated to the growth and development of the college through scholarships, endowments, and capital and special projects. The Foundation supports the efforts of Ocean County College to make higher education accessible to all Ocean County residents and provides students opportunities to continue higher education while discovering and exploring the wealth of possibilities around them.

The Ocean County College Foundation is celebrating forty-nine years of fund-raising success supporting the efforts of Ocean County College. Since its inception in 1965, the Foundation has awarded over \$10 million in scholarships, awards and special projects working in alliance with community friends and business leaders.

A volunteer Board of Trustees governs the Ocean County College Foundation, which is composed of members representing Ocean County's business, professional, corporate and community leaders. The Foundation has been granted tax-exempt status by the Internal Revenue Service and is a 501(c) 3 organization. For scholarship applications or additional information, call the Foundation office at 732-255-0492 or visit [www.ocean.edu](http://www.ocean.edu).

## METHODS OF PAYMENT

### Payment in Full

All tuition and fees must be paid at the time of registration.

Checks or money orders are acceptable if made payable to Ocean County College. Checks or money orders must include the student's name and his or her social security number or student I.D. number. The college also accepts cash payment. VISA, MASTERCARD, AMEX and DISCOVER are also accepted in person, by telephone and on the web.

A charge of \$25 will be assessed for all checks issued to the college and not paid upon presentation to the bank. Once a personal check is returned by a bank to the college it will not be re-deposited nor will the college accept another personal check in its place. Instead, payment must be made in cash or by certified check or money order.

Once payment has been made, the check cannot be returned to the student if the student changes his or her mind about attending. Likewise, the student should not process a stop payment order at his or her bank. The college will treat a stop payment as a returned check and will apply the \$25 returned check charge. Instead, the student should go to the Office of Registration and Records and process a drop form. The college will in turn generate a refund check in the appropriate amount.

## Monthly Payment Plan

Payment to OCC for tuition and fees is normally required to be paid in full at the time of registration. However, we recognize that making payment in full before the semester begins can cause an economic hardship for many students. To remedy this situation, we provide the OCC Tuition Payment Plan (TPP).

More information regarding the payment plan is available on the web or at the Cashier's office. Brochures can be obtained from the Cashier's Office & the SEC and are available for download at [www.ocean.edu](http://www.ocean.edu).

## REFUNDS & ADMISSIONS

Students who officially withdraw from courses may be eligible for a percentage refund of tuition and certain fees. Students must go to the Admissions & Records Office and complete a drop form, in person. Failing to attend class will not relieve you of your financial obligation to the college, even if you have not yet paid your full tuition bill. Completing the drop form according to the schedule below will eliminate or reduce your financial obligation. Students receiving Financial Aid must complete 60% of the semester in order to be entitled to 100% of their Financial Aid Funds awarded for the semester. Withdrawals occurring prior to 60% completion date will result in the recalculation of aid eligibility and the return of ineligible aid to Federal or State agencies. This may result in the student owing a balance to the school. It is the responsibility of the student to officially withdraw from classes during the appropriate refund periods if the student is to receive a REFUND OR CREDIT.

Percentages are applied against tuition and fee charges for registered courses. The resulting amount will then be compared to any student payments that may have been made with the difference being the amount of the refund due to the student or the balance still owed to the college. No refund will be given for the following fees: Registration, Tuition Deposit, Certificate, Graduation, or Tuition Payment Plan.

Official date of withdrawal will be the date the Admissions and Records Office receives the completed withdrawal form with all required signatures.

### Refund percentages are as follows:

- Class cancelled by the college: 100%
- Withdrawal prior to the first official day of the semester or term: 100%
- Withdrawal between the first official day of the semester or term, up to and including the official attendance census date of the semester or term (10<sup>th</sup> day of a semester or approximately the 5<sup>th</sup> day of a term; check your bill schedule or ask the Registration & Records Office for specific dates): 50%
- Withdrawal after the official attendance census date of the semester or term: None

If a student fails to withdraw from a specific Term prior to the beginning of that Term and does not attend classes at all for that Term, all eligibility for that Term is rescinded. Student charges and refunds will be calculated according to the policy as listed under "Refunds".

The exact refund dates for each semester or term are printed on the bill/schedule received by every student at the time of registration.

FAILURE TO BE AWARE OF THESE DATES IS NOT GROUNDS FOR A REFUND.

Occasionally, extraordinary circumstances require Ocean County College to make an exception to the above refund period policy, in which case a REFUND OR CREDIT toward another semester may be issued. Substitution of faculty is not grounds for a refund. It is the policy of Ocean County College to make these exceptions ONLY under one of the following circumstances:

1. Medical emergency or condition, documented by a medical doctor, which prevents the student from completing the semester. The medical condition must occur after the start of the semester; pre-existing medical issues are not grounds for a refund. Medical refunds can only be pursued during the first four weeks of the semester.
2. Military orders indicating a student has been called to active duty and will not be able to complete the current semester.
3. Evidence that the student was incorrectly advised or placed in the wrong class by a staff member at Ocean County College.

Additionally, all appeals must be received during the semester in question. Late appeals will not be considered. If your reason for requesting a refund falls into one of these categories, you may write a letter of appeal, including supporting documentation, to:

Office of Registration & Records  
Refund Appeals Committee  
Ocean County College  
College Drive  
PO Box 2001  
Toms River, NJ 08754-2001

You will be notified in writing of the finding of the committee after the merits of your case are reviewed.



# STUDENT SERVICES





## STUDENT AFFAIRS DIVISION

The central focus of Student Affairs Division is the commitment to student development through the promotion of learning environments that encourage and challenge the full development of the whole student. Fundamental to student development is the belief that students change, grow and move toward self-fulfillment and responsible social development.

Student Affairs provides many professional support systems to meet the needs of a diverse student population. The offices of the division consist of the following and are open from 8:00am to 8:00pm, Monday through Thursday and from 8:00am to 5:00pm on Friday. (Summer hours may vary):

- Athletics & Intramurals Program
- Career, Employment and Counseling
- Center for Access and Equality
- Displaced Homemakers Grant Program
- Educational Opportunity Fund\
- Leadership Development
- New Student Orientation
- Personal Counseling
- Student Life/Clubs and Organizations
- Student Support Services Grant Program

### Orientation for New Students

An Orientation Program prior to the beginning of classes for all new students is sponsored by the Division of Student Affairs. This program provides an opportunity for all new first year students to become acquainted with the objectives and physical facilities of the college, the services offered within Student Affairs Division, and to confer with academic advisors.

## ACADEMIC ADVISING CENTER

The Academic Advising Center is an integral part of the Ocean County College mission. Our primary purpose is to assist students in accomplishing their academic, career, and lifelong learning goals. Throughout this process, emphasis is placed on the uniqueness of each individual.

Making well-informed decisions about college is an important part of each student's responsibility. The Academic Advising Center helps students understand Placement Test results, select a degree program, understand college policies and procedures, and identify transfer options. Students are encouraged to work with their academic departments, meet with faculty or administrative advisors, and use WebAdvisor, an online tool, in their educational planning. WebAdvisor allows students to search and register for classes, check grades, and complete a program evaluation of degree requirements. By developing a sound educational plan, students can achieve their short- and long-term goals.

All new full-time students are required to attend OCC's comprehensive New Student Orientation Program. During the program, students will talk with an academic advisor about their goals, choose a degree program, design their own class schedule, learn about sports, clubs and organizations, and take a tour of the campus. The program is designed to enhance new student success.

The Academic Advising Center strives to provide students with the chance to grow and broaden their perspectives in a supportive and understanding environment. Students are actively encouraged to use online resources to gather information regarding career exploration, transfer options to four-year colleges, universities, graduate and professional schools as well as scholarship and financial aid opportunities.

## Transfer Information

The Academic Advising Center offers Transfer Workshops throughout the year to teach students how to use online application and transfer tools to develop a plan for transfer. Ocean County College is a partner in NJ Transfer, a web-based guide for transfer between two-year and four-year New Jersey colleges and universities. Students can access consistent and reliable information through the college planning, enrollment, and transfer decision-making process. Visit NJ Transfer at [www.njtransfer.org](http://www.njtransfer.org).

## CAREER, EMPLOYMENT & COUNSELING SERVICES

Career, Employment and Counseling Services provides comprehensive services to students in a respectful and encouraging environment. The department designs and offers services to students so they can be successful in setting and achieving in their career, academic and life plans and goals. Individual and group services, as well as some online services, provide a framework for students to increase their knowledge and understanding so they can make educated decisions, succeed academically, and lead satisfied and productive lives. The focus of career services is to help students learn the process of career and life decision making, and then to embrace the idea that they can love the work they do. A variety of career assessments are offered as one part of the career counseling and planning process. The Introduction to Career Planning sessions, which introduce students to the career planning and online career assessment, are held twice a week. Seminars on topics such as job search techniques, resume writing, interviewing skills, and more are conducted on a regular basis. Local employers recruit on campus throughout the semester. Confidential personal counseling sessions are provided by trained professional counselors. The focus of counseling services is to assist students with dealing with personal, social, and/or emotional concerns that interfere with academic success and learning. The emphasis of all counseling is on identifying and bolstering strengths and resources. Counselors work with students who are academically at-risk through the Step by Step to Academic Success program.

Other Programs of the department are Student Support Services, and the Displaced Homemakers Program of Ocean County.

Student Support Services (SSS) is a federally funded program dedicated to increasing the academic success rate of students who are first generation, low-income, and/or disabled. Students who qualify receive personal attention from the SSS dedicated staff, services that include: understanding degree requirements and assistance selecting courses, professional tutoring, information on and assistance completing FAFSA, assistance with transferring to a 4-year college or university, confidential and personal supportive counseling sessions, visits to colleges within NJ and other trips that are culturally enriching.

The Displaced Homemakers Program of Ocean County is a state funded program which provides services to individuals who meet qualifications, including having lost their primary source of income due to separation, divorce, disability or death of the primary family wage earner. All services are designed to help clients become economically self-sufficient.

For more information, contact us at 732-255-0400 ext. 2945 or on our web page at [www.ocean.edu](http://www.ocean.edu).

## BOOKSTORE

The Bookstore is open Monday through Thursday from 8:30am to 7:00pm and Friday from 8:30am to 4:00pm. Hours are extended during the beginning of each semester to include one Saturday from 8:30am to 12:00pm. During the summer semester and semester break the bookstore is open Monday through Friday from 8:30am to 4:00pm. On Fridays, mid-June to mid-August, the bookstore closes at 3:00pm.

In addition to textbooks, the store offers a wide variety of such products as sportswear, school supplies, computers, insignia items, greeting cards, toys, novelty gifts, Starbucks Coffee etc. Please visit our website to order your books (new, used or rental), school supplies, sportswear, and gifts. These items can be sent directly to your home via UPS. You can reach us at [www.bookstore.ocean.edu](http://www.bookstore.ocean.edu).

Special hours are posted on the Bookstore website calendar. The Bookstore recognizes that books are expensive; therefore, we offer a rewards program called Viking Bucks, that enables students to save money.

## EDUCATIONAL OPPORTUNITY FUND (EOF)

The Educational Opportunity Fund (EOF) is a state funded program designed to assist low-income New Jersey residents who are capable and motivated, but lack adequate preparation for college study. EOF supports a wide array of campus-based outreach and support services at 28 public and many private colleges and universities in New Jersey. Ocean County College is one of 19 participating community colleges.

Students are evaluated for admittance based upon academic readiness, potential, motivation and financial need; an interview is required. Students must register full time (12 credits or more) and also complete a Free Application for Federal Student Aid (FAFSA).

The benefits of the EOF Program are many; individualized support, advocacy, and guidance from our professional team. Additionally, we offer:

**First Year Experience:** to assist your entry into college

**Tutoring:** to help you achieve at the highest levels possible

**Seminars/Workshops/Activities:** to enrich your experience

**Advising:** for academic and personal challenges

**Financial Aid:** for summer sessions. (Based upon available funding)

EOF enrollment is determined by state funding; apply early. For additional information, contact the EOF Office at 732-255-0400, extension 2026 or at [eof@ocean.edu](mailto:eof@ocean.edu).

## INTERCOLLEGIATE ATHLETICS & INTRAMURAL PROGRAMS

A broad program of intercollegiate athletics and intramurals are available for both men and women at Ocean County College. The athletic department is a member of the National Junior College Athletic Association (NJCAA), Region XIX- NJCAA (which is made up of community colleges in the Eastern Pennsylvania, New Jersey and Delaware area), and the Garden State Athletic Conference (GSAC). Cross Country, Soccer, Basketball, Swimming, Tennis, and Golf athletic teams are available for both men and women. Baseball and Lacrosse are available for men and Softball and Volleyball are available for women.

Intramural activities are open to all students and staff each semester in fall and spring. Programs available are Volleyball, Basketball, Pickle ball, Dodge ball and Flag Football. Please check the website and our Facebook page for scheduled days and times.

For more information please contact the Athletic Office at 732-255-0345.

## THE CENTER FOR ACCESS & EQUALITY (C4AE)

*Tikkun Olam ~ Repairing the World*

**PHILOSOPHY:** C4AE works toward giving the voices of OTHERS opportunity for expression, and recognition, developing an understanding of differences, bridging communication and creating space for coming together. In celebration of likeness, we work toward uniting the HUMAN race.

**MISSION:** It is the mission of the Center for Access and Equality to promote inclusion and pluralism.

**GOALS:**

- To develop, initiate, promote and support programming in the areas of: inclusion, social justice, diversity, gender equity, pluralism and access
- To outreach, recruit, and advocate actively to immigrant new comers, LGBTQ2IA2, and communities of color
- To support said communities toward degree completion
- To support international students through cultural adjustment and adaptation, providing membership and support
- To collaborate with Student Life, Global Education and other like constituencies to develop, promote and support programs aligned with C4AE's mission

Contact C4AE at 732-255-0400, ext. 0493, for more information.

## O.C.E.A.N., INC. KIDS CHILD DEVELOPMENT CENTER

The Ocean Community Economic Now's Childcare Center is located on the Ocean County College campus via Lot 2, next to the tennis courts. This service; available to all OCC students, employees and the surrounding Ocean County community, provides quality childcare with an early childhood development curriculum and Head Start Program.

For more information, call O.C.E.A.N. Inc. at 732-244-5333.



## LIBRARY SERVICES

The Ocean County College Library offers a wide variety of materials and personalized assistance to members of the college community in locating and evaluating appropriate resources to satisfy their information needs.

The mission of the OCC Library is to provide its users with information pertinent to all areas of instruction; to teach Information Literacy in collaboration with classroom faculty; and to provide access to professional librarians who can assist patrons in locating the information they need.

The Library collection contains over 80,000 books and audiovisual materials, including over 200 print periodicals; and houses both State and Federal government documents. In addition, the Library subscribes to a number of online databases, allowing students access to an even greater variety of articles and information resources. Supplementary materials can be requested through interlibrary loan.

Borrowing privileges are extended to currently enrolled OCC and Kean-Ocean students, faculty, and staff. The College ID card is required for all Library transactions. To access the library website, go to: [www.ocean.edu](http://www.ocean.edu). To access databases from off campus, use your Ocean Cruiser account.

## STUDENT LIFE

The Office of Student Life provides leadership for all students' co-curricular activities at the college, including administrative assistance to the intercollegiate athletic and intramural programs. Student community service projects and volunteerism are also coordinated through the Office of Student Life. Discount services and travel to area recreational, educational, and cultural activities are offered to OCC students. Student Life oversees, along with faculty advisors, more than 50 special interest student organizations reflecting the diversity of the general community and the OCC student population.

### Dining Facilities

Full cafeteria and vending services are available in the College Center. Breakfast, lunch and dinner are served daily during the academic year.

#### CAFETERIA HOURS:

Monday through Thursday	7:00am to 8:00pm
Friday	7:00am to 5:00pm

Vending services are also available in other buildings throughout the campus.

## Clubs & Organizations

The goal of the extracurricular program is to help students to assume responsibility for their own behavior via the group process of a club or organization. All student activities are planned and developed by members of the clubs and organizations with the aid of the Director of Student Life, the Coordinator of Student Programming, the Student Life staff and club advisors.

Every official student club or organization privileged to use the college name has a constitution compatible with the philosophy of the college and with local, state and federal laws, as well as a faculty advisor and a stated number of objectives. Each group is responsible for planning its own program and controlling its own budget, within the pattern established through the Student Senate and under the general supervision of the club advisor, the Director of Student Life and the Coordinator of Student Programming.

A general program of cultural, social and educational events, developed annually by student organizations, is offered to the student body. This program is coordinated through the Office of Student Life and includes lectures, films, bus trips to entertainment and sporting events, on-campus theatre productions, and other student-oriented programs.

### Student Government - ASOCC

The Associated Students of Ocean County College (ASOCC) and its representative body, the Student Senate, exist to further the well-being of the students, to serve as a channel of communication between the students and the administration, and to cooperate closely with the faculty and administration in maintaining academic and social standards of excellence. The senate is authorized by the college to administer, under specified conditions, a number of regulations and procedures relating to student life.

Ocean County College student organizations include the Student Activities Board, Phi Theta Kappa (a national honor society), Circle K International (a service organization), the Organization for Black Unity (O.B.U.), the Hispanic Club, and the Paralegal Association. Other clubs on campus include the Student Nurses Organization, Criminal Justice Association, Student Health Advisory Council, and EOF Alliance. Students may also decide to become involved with Phi Beta Lambda (business club), the Environmental Club, Mathematics Club, Judo Club, Science Club, Women's Network, and InterVarsity Christian Fellowship.

Student publications include the Viking News, a bi-weekly campus newspaper and a literary magazine, Seascape. Students may also join the theatre company, the college chorus, the concert band or participate in WOCC, the campus radio station. A complete list of student clubs and organizations is located in the Student Handbook and is also available from the Office of Student Life.

# ACADEMIC DEGREES & GENERAL EDUCATION REQUIREMENTS



## ASSOCIATE DEGREES & DEGREE PROGRAMS

Ocean County College offers the Associate in Arts (A.A.), the Associate in Science (A.S.), and the Associate in Applied Science (A.A.S.) degrees. All degree programs contain a core General Education foundation required by all two-year and four-year colleges and universities.

## GENERAL EDUCATION REQUIREMENTS

General education courses are grouped into several major categories: Communication, Mathematics, Science, Technology, Social Science, Humanities, History, Diversity/Global and Cultural Awareness, Information Literacy and Ethical Reasoning.

## GRADUATION REQUIREMENTS FOR DEGREE PROGRAMS

A degree signifying graduation from Ocean County College will be awarded to all students completing an approved planned program, provided the following minimum conditions have been filled:

### A. Minimum Requirements

1. A student must have earned at least 64 semester hours of credit with a minimum cumulative grade-point average of 2.00
2. If a student has taken developmental classes, these courses do not count toward meeting graduation requirements for any degree. Sufficient additional credits must be completed to meet the 64 credit minimum for a degree.
  - a) Veterans, active duty personnel and those who have completed basic training may apply to receive credit for HEHP 893 from the Veterans Affairs office. A copy of DD Form 214 and a request for HEHP credit must be submitted to the Financial Aid Office.

### B. Distribution of Semester Hours of Credit for Degrees

## OTHER REQUIREMENTS

1. Required courses in all programs of study are as stipulated in the catalog at the time the student matriculates in a degree program as long as the student is continuously enrolled.
2. A student must have earned at least 32 semester hours of credit at Ocean County College.
3. Ocean County College now officially graduates students in January, and will now confer degrees three times per year: January, May and August. We will still have only one Commencement Ceremony in May, and all applicants for that academic year are eligible to participate. Students who graduate in January are eligible to participate in the Commencement Ceremony the following May.
4. Students are required to follow the curriculum as outlined in the catalog at the time of matriculation (degree status). If the student skips a year (a consecutive fall and spring semester), the catalog at the time of reactivation is in effect. The option does exist to update to a more current catalog. If a student changes his/her curriculum, the current catalog at that time is in effect.
5. Students must file a graduation application at the Cashier's Office. Applications are available in the Registration and Records office. The application deadlines are March for spring graduation and November for January graduation.

## NOTES

1. ENGL 091 or ENGL 095, MATH 011 and MATH 012 cannot be used to satisfy degree requirements.
2. Students placed in ENGL 091 or ENGL 095, MATH 011 and 012 as a result of the College Placement Test scores will be required to complete these courses in addition to the general education requirements.
3. It is strongly recommended that writing courses be taken in sequence. ENGL 151 should be taken immediately after completion of ENGL 095.



## ACADEMIC DEGREE REQUIREMENTS

Note: OCC degree programs have specific general education requirements within the categories identified below.

### ASSOCIATE OF ARTS (A.A.) DEGREE

#### General Education Requirements by Category\*

9 cr.	Communication (English I, English II, and Fundamentals of Public Speaking) **
6 cr.	History
9 cr.	Humanities
3 cr.	Social Science
6 cr.	Diversity (If this requirement has been satisfied by another Humanities or Social Science course in the Diversity category, the student must take 3 additional credits from the List of General Education Courses.)
12 cr.	Mathematics (3-8 cr.)/Science (3-8 cr.)/Technology (0-4 cr.) Students must select at least one math course, one lab science course, and one technology course and must complete the 12 cr. requirement with any additional math or lab science course from the current List of Approved General Education Courses. Students may attempt to "test out" of the technology requirement. If they succeed, they must take additional credits in math or lab science.
16 cr.	Elective Courses
64 cr.	TOTAL CREDITS (45 General Education Credits)

### ASSOCIATE OF SCIENCE (A.S.) DEGREE

#### General Education Requirements by Category\*

6 cr.	Communication (English I and English II) **
3 cr.	Humanities
3 cr.	Social Science
3 cr.	Additional Humanities or Social Science
9 cr.	Mathematics (3-8 cr.) / Science (3-8 cr.) / Technology (0-4 cr.) Students must select one math course, one lab science course, and one technology course from the current List of Approved General Education Courses. Students may attempt to "test out" of the technology requirement. If they succeed, they must take additional credits in math or lab science.
6 cr.	Additional General Education Credit [from the categories above]
18 cr.	Department Concentration
16 cr.	Elective Courses
64 cr.	TOTAL CREDITS (30 General Education Credits)

### ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE

#### General Education Requirements by Category\*

6 cr.	Communication (English I & English II)**
3 cr.	Humanities or Social Science
3 cr.	Mathematics - Science - Technology Students must select any math, science, or technology course from the current List of Approved General Education Courses.
8 cr.	Additional General Education Credit [from the categories above]
41 cr.	Program-Specific Requirements
3 cr.	Elective Course
64 cr.	TOTAL CREDITS (20 General Education Credits)

Note: cr. (credit) = semester credit hour

\*See list of Approved General Education Courses

\*\*English I also satisfies the Ethical Reasoning/Action and Information Literacy general education requirements.

## APPROVED GENERAL EDUCATION COURSES

### **COMMUNICATION (GCOM)**

ENGL 151: English I  
ENGL 152: English II\*  
COMM 154: Fundamentals of Public Speaking

### **MATHEMATICS (GMAT)**

MATH 151: Survey of Mathematics  
MATH 156: Introduction to Statistics  
MATH 161: College Algebra for Science/  
Math/CS/Engn Majors  
MATH 165: College Algebra  
MATH 171: Finite Mathematics  
MATH 181: Introduction to Probability  
MATH 191: Pre-calculus I\*  
MATH 192: Pre-calculus II\*  
MATH 195: Pre-calculus I & II for Science,  
Math, Computer Science, &  
Engineering Majors\*  
MATH 201: Pre-calculus Techniques  
& Applications  
MATH 240: Business Calculus\*  
MATH 265: Calculus I\*  
MATH 266: Calculus II\*  
MATH 267: Calculus III\*  
MATH 270: Discrete Mathematics\*  
MATH 275: Linear Algebra\*  
MATH 280: Differential Equations\*

### **LAB SCIENCE (GSCL)**

BIOL 114: Principles of Biological Science  
BIOL 119: Nature of Science & the Human  
Body  
BIOL 130: Human Anatomy & Physiology I  
BIOL 131: Human Anatomy & Physiology II\*  
BIOL 161: General Biology I  
BIOL 162: General Biology II\*  
BIOL 163: Introduction to Botany  
BIOL 232: Microbiology\*  
BIOL 261: Ecology\*  
BIOL 264: General Microbiology\*  
BIOL 265: Marine Biology\*  
CHEM 180: Introductory Chemistry  
CHEM 181: General Chemistry I  
CHEM 182: General Chemistry II\*  
CHEM 283: Organic Chemistry I\*  
CHEM 284: Organic Chemistry II\*  
ENVI 152: Environmental Science  
ENVI 154: Introduction to Oceanography  
PHYS 171: Physics I  
PHYS 172: Physics II\*  
PHYS 180: Introduction to Astronomy  
PHYS 181: Astronomy I: Solar System  
PHYS 182: Astronomy II: Stars & Galaxies \*  
PHYS 281: General Physics I\*  
PHYS 282: General Physics II\*  
PHYS 283: General Physics III\*  
SCIE 105: Forensic Science

### **TECHNOLOGICAL COMPETENCY OR INFORMATION LITERACY (GTEC)**

CSIT 110: Computer Literacy  
CSIT 123: Integrated Office Software  
CSIT 165: Programming I  
INFO 110: Library Research  
& Information Literacy

### **SOCIAL SCIENCE (GSOC)**

ANTH 133: Introduction to Anthropology  
ANTH 134: Cultural Anthropology  
ECON 151: Macroeconomic Principles  
ECON 152: Microeconomic Principles  
GEOG 161: World Physical Geography  
GEOG 162: Human Geography  
POLI 161: American Federal Government  
POLI 162: American State  
& Local Government  
POLI 183: Introduction to Political Science  
POLI 263: Introduction to  
International Relations  
POLI 265: Comparative Politics  
& Government  
PSYC 172: General Psychology  
PSYC 173: Child Psychology\*  
PSYC 273: Adolescent Psychology\*  
PSYC 278: Life Span\*  
SOCI 181: Introduction to Sociology

### **HUMANITIES (GHUM)**

ARBC 100: Elementary Arabic I  
ARBC 102: Elementary Arabic II\*  
ARBC 201: Intermediate Arabic I  
ARBC 202: Intermediate Arabic II\*  
ARTS 181: Art History I  
ARTS 182: Art History II  
ARTS 205: Art History III (20th C. Art)  
ARTS 206: American Art  
ASLN 100: Basic American Sign Language I  
ASLN 102: Basic American  
Sign Language II\*  
CHIN 100: Elementary Chinese I  
CHIN 102: Elementary Chinese II\*  
CHIN 201: Intermediate Chinese I\*  
CHIN 202: Intermediate Chinese II\*  
ENGL 211: Introduction to Poetry\*  
ENGL 212: Introduction to Drama\*  
ENGL 223: African American Literature\*  
ENGL 240: Women in Literature\*  
ENGL 251: American Literature I\*  
ENGL 252: American Literature II\*  
ENGL 253: British Literature I\*  
ENGL 254: British Literature II\*  
ENGL 255: World Literature I\*  
ENGL 256: World Literature II\*  
ENGL 257: The Short Story\*  
ENGL 258: The Short Novel\*  
ENGL 260: Shakespeare \*

ENGL 280: American Poets:  
Voices & Visions\*

FILM 190: World Cinema\*  
FILM 192: Film Genres\*  
FILM 200: Understanding Film\*  
FILM 202: From Literature to Film\*  
FREN 191: Elementary French I  
FREN 192: Elementary French II\*  
FREN 291: Intermediate French I\*  
FREN 292: Intermediate French II\*  
GREK 100: Greek I  
GREK 102: Greek II\*  
GRMN 191: Elementary German I  
GRMN 192: Elementary German II\*  
GRMN 291: Intermediate German I\*  
GRMN 292: Intermediate German II\*  
HEBR 151: Elementary Modern Hebrew I  
HEBR 152: Elementary Modern Hebrew II\*  
HIST 171: Western Civilization I  
HIST 172: Western Civilization II  
HIST 173: U.S. History I (to 1877)  
HIST 174: U.S. History II (since 1877)  
HIST 181: World Civilization I  
HIST 182: World Civilization II  
HUMN 200: Humanities I: Modernism\*  
HUMN 201: Humanities II: Postmodernism\*  
ITAL 100: Elementary Italian I  
ITAL 102: Elementary Italian II\*  
LATN 100: Elementary Latin I  
LATN 102: Elementary Latin II\*  
LATN 201: Intermediate Latin I\*  
LATN 202: Intermediate Latin II\*  
MUSC 185: Introduction to Jazz History  
MUSC 190: Introduction to  
Music Appreciation  
MUSC 194: Music of the World's Peoples  
PHIL 190: Introduction to Critical Thinking  
PHIL 191: Introduction to Philosophy  
PHIL 192: Contemporary Ethical Issues  
PHIL 293: Religious Experiences\*  
RELG 193: World Religions  
(formerly PHIL 193)  
RUSS 101: Elementary Russian I  
RUSS 102: Elementary Russian II\*  
SPAN 151: Elementary Spanish I  
SPAN 152: Elementary Spanish II\*  
SPAN 251: Intermediate Spanish I\*  
SPAN 252: Intermediate Spanish II\*  
THTR 195: Theater Appreciation  
THTR 196: Contemporary Theater

### **HISTORY (GHIS)**

HIST 171: Western Civilization I  
HIST 172: Western Civilization II  
HIST 173: U.S. History I (to 1877)  
HIST 174: U.S. History II (since 1877)  
HIST 181: World Civilization I  
HIST 182: World Civilization II

### **DIVERSITY (GDIV)**

ANTH 133: Introduction to Anthropology  
ANTH 134: Cultural Anthropology  
ANTH 237: Indians of North America  
ARTS 191: The Arts of the Islamic World  
COMM 202: Intercultural Communication\*  
ENGL 222: Native American Literature\*  
ENGL 223: African American Literature\*  
ENGL 225: Chinese Literature in  
Translation\*  
ENGL 226: Arabic Literature in Translation\*  
ENGL 227: Jewish & Holocaust Literature\*  
ENGL 235: Literature & Myth\*  
ENGL 240: Women in Literature\*  
ENGL 242: Women in Film\*  
ENGL 244: Women's Lives\*  
ENGL 255: World Literature I\*  
ENGL 256: World Literature II\*  
FILM 190: World Cinema\*  
GEOG 162: Human Geography  
HIST 181: World Civilization I  
HIST 182: World Civilization II  
HIST 268: History & Culture of  
the Jewish People  
HIST 272: History of Russia  
HIST 275: History & Culture of China  
HIST 278: History of the Arab World  
Since WW I  
HIST 282: Modern Israel  
HUMN 201: Humanities II: Postmodernism  
MUSC 194: Music of the World's Peoples  
PHIL 293: Religious Experiences\*  
POLI 268: Women & American Politics  
PSYC 175: Cross Cultural Psychology\*  
PSYC 270: Psychology of Gender\*  
RELG 193: World Religions  
(formerly PHIL 193)  
SOCI 230: Women in Society: Social Issues  
SOCI 238: Race & Ethnicity\*

NOTE: This list may be changed by the  
statewide Academic Affairs Affinity Group  
(AAAG).

\*Courses with an asterisk have  
prerequisites.

+Courses awaiting review by the  
AAAG/NJCCC Presidents

Revised 08/14/2013

# OCC GENERAL EDUCATION GOALS & OBJECTIVES

## Based on the NJ Community Colleges/AOA General Education Foundation

**New Jersey Community College General Educational Philosophy:** Students are empowered to meet twenty-first century challenges through learning processes that lead to knowledge acquisition, skills mastery, critical thinking, and the exercise of personal, social, and civic responsibilities.

The Colleges maintain responsibility for offering a general education program, whose learning objectives facilitate attainment of all NJCC Gen. Ed. Learning Goals. Course-level learning objectives must be consistent with the College-Wide Learning Objectives that fulfill the NJCC Gen Ed Learning Goals. (Local general education courses must also be consistent with NJCC GE Course Criteria for satisfying requirements).

NJCC Goal Categories	NJCC Gen. Ed. Learning Goals	College-Wide General Education Learning Objectives
<b>1</b> <b>Written &amp; Oral Communication (Communication)</b>	Students will communicate effectively in both speech and writing.	<ul style="list-style-type: none"> <li>a. Students will explain and evaluate what they read, hear, and see.</li> <li>b. Students will state and evaluate the views and findings of others.</li> <li>c. Students will logically and persuasively state and support orally and in writing their points of view or findings.</li> <li>d. Students will evaluate, revise, and edit their communication.</li> </ul>
<b>2</b> <b>Quantitative Knowledge &amp; Skills (Mathematics)</b>	Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.	<ul style="list-style-type: none"> <li>a. Students will translate quantifiable problems into mathematical terms and solve these problems using mathematical or statistical operations.</li> <li>b. Students will construct graphs and charts, interpret them, and draw appropriate conclusions.</li> </ul>
<b>3</b> <b>Scientific Knowledge &amp; Reasoning (Science)</b>	Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.	<ul style="list-style-type: none"> <li>a. Applying the scientific method, students will analyze a problem and draw conclusions from data and evidence.</li> <li>b. Students will distinguish between scientific theory and scientific discovery, and between science and its scientific technological applications, and they will explain the impact of each on society.</li> </ul>
<b>4</b> <b>Technological Competency (Technology)</b>	Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.	<ul style="list-style-type: none"> <li>a. Students will use computer systems and/or other appropriate forms of technology to present information.</li> <li>b. Students will use appropriate forms of technology to identify, collect, and process info.</li> <li>c. Students will use appropriate library/learning resource tools such as cataloging systems to access information in reference publications, periodicals, bibliographies, and data bases.</li> <li>d. Students will recognize when information is needed and be able to locate, evaluate, and use information.</li> </ul>
<b>5</b> <b>Society &amp; Human Behavior (Social Science)</b>	Students will use social science theories and concepts to analyze human behavior and social, economic, and political institutions and to act as responsible citizens.	<ul style="list-style-type: none"> <li>a. Students will analyze and discuss behavioral or societal issues using theories and concepts from a social science perspective.</li> <li>b. Students will explain how social institutions and organizations influence individual behavior.</li> <li>c. Students will describe and demonstrate how social scientists gather and analyze data and draw conclusions.</li> <li>d. Students will apply civic knowledge both locally and globally and engage in activities that exercise personal, social, and civic responsibility.</li> </ul>
<b>6</b> <b>Humanistic Perspective (Humanities)</b>	Students will analyze works in the fields of art, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language.	<ul style="list-style-type: none"> <li>a. Students will describe commonly used approaches and criteria for analyzing works*.</li> <li>b. Students will analyze works* applying commonly used approaches and criteria.</li> <li>c. Students will demonstrate proficiency in the production and comprehension of a foreign language.</li> </ul> <p>*In the fields of art, music, or theater; literature; philosophy and/or religious studies and possibly within the context of studying and using a language other than English.</p>
<b>7</b> <b>Historical Perspective (History)</b>	Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.	<ul style="list-style-type: none"> <li>a. Students will state the causes of a major historical event and analyze the impact of that event on a nation or civilization.</li> <li>b. Students will discuss a major idea, movement, invention or discovery, and how it affected the world or American society.</li> <li>c. Students will demonstrate how writers' interpretations of historical events are influenced by their time, culture, and perspective.</li> </ul>
<b>8</b> <b>Global &amp; Cultural Awareness</b>	Students will understand the importance of a global perspective and culturally diverse peoples.	<ul style="list-style-type: none"> <li>a. Students will link cultural practices and perspectives with geographic and/or historical conditions from which they arose and evaluate the contributions of people from various nations and/or cultures.</li> <li>b. Students will explain why an understanding of differences in people's backgrounds is particularly important to American society.</li> <li>c. Students will recognize and explain the possible consequences of prejudicial attitudes and discriminatory actions.</li> <li>d. Students will be exposed to global linkages in economics, politics, business, health, and other shared cultural concerns.</li> </ul>
<b>9</b> <b>Ethical Reasoning &amp; Action</b>	Students will understand ethical issues and situations.	<ul style="list-style-type: none"> <li>a. Students will analyze and evaluate the strengths and weaknesses of different perspectives on an ethical issue or a situation.</li> <li>b. Students will take a position on an ethical issue or a situation and defend it.</li> </ul>
<b>10</b> <b>Information Literacy</b>	Students will address an information need by locating, evaluating, and effectively using information.	<ul style="list-style-type: none"> <li>a. Students will identify and address an information need.</li> <li>b. Students will access information effectively and efficiently.</li> <li>c. Students will evaluate and think critically about information.</li> <li>d. Students will use information effectively for a specific purpose.</li> <li>e. Students will use information ethically and legally.</li> </ul>
<b>11</b> <b>Independent/Critical Thinking</b>	Students will demonstrate independent/critical thinking in the humanities, natural sciences, and social sciences	<ul style="list-style-type: none"> <li>a. Students will interpret and evaluate literary and visual art based on stylistic and contextual analysis.</li> <li>b. Students will arrive at solutions through hypothesis, inquiry, analysis, and interpretation in studying the natural sciences.</li> <li>c. Students will synthesize diverse ideas and information and draw valid inferences in studying the social sciences.</li> </ul>
Note: This document should be used in conjunction with the General Education Foundation (8-15-2007) and the NJCC GE Course Criteria (8-15-2007). Board of Trustees Approval Dates: June 22, 2009; December 9, 2011.		



# PROGRAMS OF STUDY



## PROGRAMS OF STUDY

### Degrees Offered at OCC

OCC offers three degrees: the Associate of Arts (A.A.) degree, the Associate of Science (A.S.) degree, and the Associate of Applied Science (A.A.S.) degree. The A.A. and the A.S. degrees prepare students for transfer to arts and sciences baccalaureate programs at four-year colleges and universities. The A.A.S. degree prepares students for immediate employment after graduation, although many students who pursue this degree transfer successfully to four-year colleges and universities.

### Programs of Study

Within each of the three degrees are several choices of programs. Students should choose a program best suited for their educational objectives. The chart on the following page identifies the programs available within each degree, along with options and concentrations. Options are defined by specific requirements, while concentrations include a set of suggested, but not required, courses. A substantial portion of the Liberal Arts degree and numerous requirements for General Studies and other degrees can be completed through the use of online courses.

### Certificates

Students can also obtain a Certificate of Proficiency or a Certificate of Completion. Certificate programs are designed to equip students with skills for immediate employment in a wide range of job possibilities. Certificates of Proficiency require 30 or more credits, while Certificates of Completion require a fewer number of credits. In general, credits earned through a certificate program may later be applied to an associate degree in a related field or in general education

### Additional Offerings

OCC also offers courses through the following college offices: International Travel; Center for Business Education Training; Continuing and Professional Education; The Academy for Lifelong Learning and The Office of School Relations.



FIELDS OF STUDY	AVAILABLE DEGREES	AVAILABLE CERTIFICATES
Liberal Arts	A.A. in Liberal Arts	
General Studies	A.S. in General Studies with options in Humanities, Math, Science, Social Science, Health & Physical Education, Business, or Computer Science. Students may enroll in a Joint OCC/ NJIT program concentrating in Computer Science.	
Business	A.A.S. in Business A.A.S. in Business Paralegal Studies option A.A.S. in Business Web Marketing Option A.S. in Business Administration	Certificate of Proficiency in Admin. Office Management/Word Processing, Paralegal Studies, and Small Business Management Certificate of Completion in Business Studies, Legal Secretary, Accounting
Communications/ Visual Communications	A.A.S. in Visual Communications Technology with an option in Computer Graphics, Electronic Media Technology or Digital Photography A.A.S. in American Sign Language - English Interpreter	Certificate of Proficiency in Visual Communications Certificate of Completion in Visual Communications, Computer Graphics
Computer Science	A.S. in Computer Science with options in Game Development & Design, Information Systems & Information Technology A.A.S. in Computer Science/ Information Technology	Certificate of Proficiency in Information Technology Certificate of Completion in Information Technology
Criminal Justice	A.S. in Criminal Justice	Certificate of Proficiency in Criminal Justice
Digital Mass Media	A.A. in Digital Mass Media - Journalism option A.A. in Digital Mass Media - Broadcast/Production option	
Education		Certificate of Completion in Teacher Aide
Engineering	A.S. in Engineering	
A.A. = Associate in Arts • A.A.S. = Associate in Applied Science A.S. = Associate in Science		

FIELDS OF STUDY	AVAILABLE DEGREES	AVAILABLE CERTIFICATES
Environmental Science	A.S. in Environmental Science	
Fire Science		Certificate of Proficiency in Fire Science
Health & Human Performance	A.A. in Liberal Arts with courses in Health & Human Performance: Exercise Science/Sports Medicine or Health & Human Performance Teacher or Wellness & Health Promotion A.S. in General Studies - Health & Physical Education option	Certificate of Proficiency in Exercise Science, Personal Training, Physical Therapy Aide, Sports Management, Nutrition
Homeland Security	A.S. in Homeland Security	
Journalism	A.A. in Digital Mass Media - Production, Broadcast & Journalism option	
Nursing & Allied Health	A.A.S. in Dental Hygiene A.A.S. in Nursing with a Mobility Track option A.A.S. in Occupational Therapy Assistant A.S. in Psychological Rehabilitation A.S. in Respiratory Care A.A.S. in Respiratory Therapy	
Public Service	A.S. in Public Service Areas of Interest include Addictions Counseling, Developmental Disability Assistant, Fire Science, Human Services, Municipal Administration, Public Administration/ Government	Certificate of Completion in Addictions Counseling
Technical Studies	A.A.S. in Technical Studies with a Computer Technology option and an Industrial-Technical option	
A.A. = Associate in Arts • A.A.S. = Associate in Applied Science A.S. = Associate in Science		



# ADDICTIONS

See Public Service - page 58

## AMERICAN SIGN LANGUAGE- ENGLISH INTERPRETING

### A.A.S. Degree Program

The AAS in American Sign Language-English Interpreting program prepares students to interpret English into ASL and ASL into English. The program promotes American Sign Language skills, an understanding of deaf culture, knowledge of the interpreter's role and responsibility, theoretical skills in interpreting, and practical experience in interactive settings. Various settings in which the interpreter works are examined in addition to ethical decision making in relation to the role of the interpreter.

This program attracts applicants coming from various backgrounds: (a) graduates of two and four year ASL programs, (b) individuals with no degree but with prior knowledge and skills in ASL, and (c) beginning students. All program applicants will be tested to determine their proficiency in Basic ASL I and II. Those who do not pass will need to take one or both of the basic courses, depending on their scores. Upon completion of the basic course(s), the students will be re-tested to determine their readiness to enter the AAS in American Sign Language-English Interpreting program.

#### FIRST SEMESTER

- 3 cr. ASLN 104: Fingerspelling in American Sign Language
- 3 cr. ASLN 105: Deaf Culture & History
- 4 cr. ASLN 110: Intermediate American Sign Language I
- 3 cr. ENGL 151: English I
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 16 cr.

#### SECOND SEMESTER

- 3 cr. ASLN 115: ASL Syntax & Grammar
- 3 cr. ASLN 120: Interpreting Theory I
- 4 cr. ASLN 155: Intermediate American Sign Language II
- 3 cr. ASLN 160: ASL-English Translation Studies
- 3 cr. ENGL 152: English II
- 16 cr.

#### THIRD SEMESTER

- 3 cr. ASLN 220: Interpreting Theory II
- 3 cr. ASLN 230: ASL-English Interpreting
- 3 cr. ASLN 225: Deaf-Blind Interpreting
- 3 cr. ASLN 235: English-ASL Interpreting
- 4 cr. Lab Science Gen. Ed. Requirement
- 16 cr.

#### FOURTH SEMESTER

- 5 cr. ASLN 260: Interactive Interpreting
- 3 cr. EDUC 178: Intro. to the Education of Exceptional Students
- 3 cr. MATH Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 17 cr.

**TOTAL CREDITS 65**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

# BUSINESS

### Associate in Applied Science

This general business career preparation curriculum is designed to qualify students for entry-level positions in business, nonprofit organizations, and government organizations. Graduates can expect to find employment as a bookkeeper, manager in retailing, office manager, bank teller/loan officer trainee, sales/marketing person, and small business owner.

Students will complete the Business Core Requirements, General Education Requirements, and enough elective courses to acquire at least 64 credits and earn the Associate in Applied Science Degree in Business.

The A.A.S. Business degree is designed as a career, not transfer, program.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. BUSN 131: Introduction to Business Administration
- 3 cr. COMM 154: Fundamentals of Public Speaking or  
COMM 110: Introduction to Communications
- 3 cr. Mathematics Gen. Ed. Requirement
- 3 cr. CSIT 123: Integrated Office Software
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. BUSN 134: Principles of Marketing
- 3 cr. BUSN 210: Business Communications
- 3 cr. Business Program Elective
- 3 cr. ECON 151: Macroeconomic Principles
- 15 cr.

#### THIRD SEMESTER

- 3 cr. BUSN 251: Business Law I
- 3 cr. BUSN 271: Principles of Management
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. ECON 152: Microeconomic Principles
- 3 cr. BUSN 215: Integrated Software Applications
- 3 cr. BUSN 151: Intro to Human Resource Management
- 18 cr.

#### FOURTH SEMESTER

- 3 cr. BUSN 252: Business Law II
- 3 cr. ACCT 162: Principles of Accounting II
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. BUSN 220: Career Management & Professional Behavior
- 3 cr. Business Program Electives
- 16 cr.

**TOTAL CREDITS 64**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

### Program Electives

ACCT 121: Fundamentals of Accounting  
BUSN 170: Small Business Management  
BUSN 270: Principles of Advertising  
BUSN 272: Principles of Investments  
BUSN 275: Principles of Finance  
BUSN 291: International Business  
CSIT 126: Intermediate Spreadsheets & Database  
LAAW 108: Introduction to Employment Law

## ACCOUNTING

### Accounting Certificate of Completion

- 3 cr. ACCT 161: Principles of Accounting I
  - 3 cr. ACCT 162: Principles of Accounting II
  - 3 cr. ACCT 261: Intermediate Accounting I
  - 3 cr. ACCT 262: Intermediate Accounting II
  - 3 cr. ACCT 266: Federal Income Tax Accounting
  - 3 cr. ENGL 151: English I
  - 3 cr. BUSN 131: Introduction to Business Administration
  - 3 cr. BUSN 210: Business Communications
  - 3 cr. CSIT 123: Integrated Office Software
- 27 cr.

TOTAL CREDITS 27

## BUSINESS

### Associate in Applied Science

#### Paralegal Studies Option

The Associate in Applied Science in Business - Paralegal Studies Option is designed to provide a foundation for the legal assistant (paralegal) career. Students engage in courses which emphasize both the theory of law and paralegal skill and which are taught by practicing attorneys who have years of legal experience.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
  - 3 cr. LAAW 101: Introduction to Law & Legal Assisting
  - 3 cr. BUSN 251: Business Law I
  - 3 cr. Mathematics Gen. Ed. Requirement
  - 3 cr. ECON 151: Macroeconomic Principles
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
  - 3 cr. LAAW 104: Introduction to Litigation
  - 3 cr. BUSN 252: Business Law II
  - 3 cr. LAAW 201: Legal Research & Writing for Paralegals
  - 3 cr. COMM 154: Fundamentals of Public Speaking
- 15 cr.

#### THIRD SEMESTER

- 3 cr. LAAW 204: Estate Administration
  - 3 cr. LAAW 105, LAAW 106, LAAW 206 or INTR 290: Internship-LAAW
  - 3 cr. BUSN 210: Business Communications
  - 9 cr. Paralegal course selections\*
- 18 cr.

#### FOURTH SEMESTER

- 3 cr. BUSN 267: Real Estate Law
  - 4 cr. Lab Science Gen. Ed. Requirement
  - 3 cr. CSIT 123: Integrated Office Software
  - 3 cr. LAAW 203: Law Office Management
  - 3 cr. Paralegal course selections\*
- 16 cr.

TOTAL CREDITS 64

### \*Paralegal Course Selections

- 3 cr. LAAW 105: Health Care & Elder Law
- 3 cr. LAAW 203: Law Office Management
- 3 cr. LAAW 206: New Jersey Family Law
- 3 cr. CRIM 254: Constitutional Law & Rules of Evidence
- 3 cr. CRIM 255: Criminal Law & Procedure
- 3 cr. POLI 161: American Federal Government
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. BUSN 271: Principles of Management
- 3 cr. INTR 290: Internship - LAAW
- 3 cr. LAAW 106: Mediation & Conflict Resolution

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## PARALEGAL STUDIES

### Certificate of Proficiency

This curriculum prepares students for the position of paralegal/legal assistant. Students will study law and acquire practical legal skills that are necessary for entry-level employment in a law office. Persons currently working in a law office or in a related environment can upgrade their skills and increase their general and specific knowledge of law. All of the courses in this certificate curriculum can apply to the Associate in Applied Science Degree in Business - Paralegal Studies Option.

- 3 cr. ENGL 151: English I
  - 3 cr. ENGL 152: English II
  - 3 cr. LAAW 101: Introduction to Law & Legal Assisting
  - 3 cr. LAAW 104: Introduction to Litigation
  - 3 cr. LAAW 201: Legal Research & Writing for Paralegals
  - 3 cr. LAAW 203: Law Office Management
  - 3 cr. Paralegal Certificate Course Selection\*
  - 3 cr. Paralegal Certificate Course Selection\*
  - 3 cr. BUSN 252: Business Law II
  - 3 cr. CSIT 123: Integrated Office Systems
- 33 cr.

TOTAL CREDITS 33

### \*Paralegal Certificate Course Selections

- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 267: Real Estate Law
- 3 cr. BUSN 271: Principles of Management
- 3 cr. CRIM 254: Constitutional Law & Rules of Evidence
- 3 cr. CRIM 255: Criminal Law & Procedure
- 3 cr. INTR 290: Internship
- 3 cr. LAAW 105: Health Care Law
- 3 cr. LAAW 106: Mediation & Conflict Resolution
- 3 cr. LAAW 204: Estate Administration
- 3 cr. LAAW 206: New Jersey Family Law
- 3 cr. POLI 161: American Federal Government
- 3 cr. PSYC 172: General Psychology

## BUSINESS

### Associate in Applied Science

#### Web Marketing Option

The A.A.S. Business option in Web-based Technology is designed to qualify students for entry-level technology, marketing, and e-commerce positions in small business and nonprofit organizations. The program provides a broad business foundation that examines social media and e-commerce technology development, electronic and interpersonal communication, and industry standards for small businesses. Students acquire a specific mix of skills that focus on the interaction among customer service, industry standards, and web-based technologies. The Web Marketing Option is designed as a career, not transfer, program.

## FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. BUSN 131: Introduction to Business Administration
- 3 cr. ECON 151: Macroeconomic Principles
- 3 cr. COMM 110: Introduction to Communications
- 3 cr. CSIT 109: Information Technology
- 15 cr.

## SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. BUSN 134: Principles of Marketing
- 3 cr. BUSN 210: Business Communications
- 3 cr. ACCT 121: Fundamentals of Accounting
- 3 cr. CSIT 123: Integrated Office Software
- 15 cr.

## THIRD SEMESTER

- 3 cr. BUSN 251: Business Law I
- 3 cr. COMM 272: Public Relations & Publicity (program elective)
- 3 cr. CSIT 131: Multi-Media for the Web
- 3 cr. Mathematics Gen. Ed. Requirement
- 3 cr. Any course from the list of Approved General Education Courses
- 3 cr. ECON 153: Contemporary Economic Issues (program elective)
- 18 cr.

## FOURTH SEMESTER

- 3 cr. BUSN 215: Integrated Software Applications
- 3 cr. BUSN 220: Office Management
- 3 cr. CSIT 133: Web Development Fundamentals
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. Elective
- 16 cr.

TOTAL CREDITS 64

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## LEGAL SECRETARY

### Certificate of Completion

The Legal Secretary Certificate of Completion program will prepare students to successfully work at law offices. Legal secretaries prepare legal correspondence and documents to assist lawyers in legal research, as well as keep a detailed calendar and detailed files. Courses in this program will provide a background for these responsibilities.

- 3 cr. BUSN 147: Keyboarding/Document Processing I
- 3 cr. BUSN 148: Keyboarding/Document Processing II
- 1 cr. BUSN 126: Word Processing
- 3 cr. BUSN 214: Word Processing Applications
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. BUSN 251: Business Law I
- 3 cr. BUSN 267: Real Estate Law
- 3 cr. LAAW 203: Law Office Management
- 22 cr.

TOTAL CREDITS 22

## ADMINISTRATIVE OFFICE MANAGEMENT/ BOOKKEEPING

### Certificate of Proficiency

The objective of this program is to prepare students for employment in entry-level positions in business, nonprofit, and government organizations. Students who complete this certificate can expect to find employment as a bookkeeper, management trainee, office manager, bank teller/loan officer trainee, or sales/marketing professional. All of the courses in this certificate curriculum can apply to the Associate in Applied Science Degree in Business.

- 3 cr. ENGL 151: English I
- 3 cr. ACCT 121: Fundamentals of Accounting
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. BUSN 132: Business Calculations
- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 215: Integrated Software Applications
- 3 cr. BUSN 220: Career Management & Professional Behavior
- 3 cr. AOM-Bookkeeping Certificate Course Selection
- 3 cr. AOM-Bookkeeping Certificate Course Selection
- 30 cr.

TOTAL CREDITS 30

### AOM-Bookkeeping Certificate Course Selections:

- ACCT 162 Principles of Accounting II
- BUSN 151 Human Resource Management
- BUSN 170 Small Business Management
- BUSN 251 Business Law I
- BUSN 252 Business Law II
- CSIT 126 Intermediate Spreadsheets & Database

## BUSINESS ADMINISTRATION

### Associate in Science

The AS in Business Administration is designed for those students desiring to transfer to a baccalaureate program in business. This degree is a broad program of study that provides students with specific skills as well as a general overview of business topics.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. Elective\*
- 3-5 cr. MATH 165 or higher: College Algebra
- 3 cr. Humanities General Education Requirement
- 3 cr. ECON 151: Macroeconomic Principles
- 17 cr.

#### SECOND SEMESTER

- 3 cr. BUSN 134: Principles of Marketing
- 3 cr. ENGL 152: English II
- 3 cr. MATH 191 or higher: Precalculus I
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. ECON 152: Microeconomics Principles
- 15 cr.

#### THIRD SEMESTER

- 3 cr. Elective\*
- 3 cr. BUSN 251: Business Law I
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. Humanities or Social Science Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 16 cr.



## FOURTH SEMESTER

- 3 cr. BUSN 252: Business Law II
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. Elective (to meet required 64 credits)
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. BUSN 271: Principles of Management

16-18 cr.

**TOTAL CREDITS 64**

\*Most four-year business degree programs require Business Calculus or Calculus as the entry-level math course.

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## BUSINESS STUDIES

### Certificate of Completion

This is a broad program of study that provides students with specific skills as well as a general overview of business. The courses are also related to not-for-profit organizations.

- 3 cr. BUSN 131: Intro. to Business Administration
- ACCT 121: Fundamentals of Accounting or
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. BUSN 251: Business Law
- 3 cr. BUSN 271: Principles of Management
- 3 cr. BUSN 134: Principles of Marketing
- 6 cr. Electives

24 cr.

**TOTAL CREDITS 24**

### Elective Courses:

- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. BUSN 151: Intro. to Human Resources Management
- 3 cr. BUSN 170: Small Business Management
- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 252: Business Law II
- 3 cr. BUSN 270: Principles of Advertising
- 3 cr. BUSN 272: Principles of Investments

Students must complete one-half of the total number of semester hours required for this program at OCC.

## SMALL BUSINESS MANAGEMENT

### Certificate of Proficiency

The program of study is a core of business courses which are designed to prepare the student for ownership and operation of a small enterprise. These specialized courses stress the role of the entrepreneur.

- 3 cr. ENGL 151: English I
- 3 cr. BUSN 131: Intro to Business Administration
- 3 cr. BUSN 134: Principles of Marketing
- ACCT 121: Fundamentals of Accounting or
- 3 cr. ACCT 161: Principles of Accounting I
- 3 cr. BUSN 170: Small Business Management
- 3 cr. BUSN 251: Business Law
- 3 cr. BUSN 271: Principles of Management
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. Small Business Management Certificate Course Selection\*
- 3 cr. Small Business Management Certificate Course Selection\*
- 3 cr. Small Business Management Certificate Course Selection\*
- 3 cr. Small Business Management Certificate Course Selection\*

36 cr.

**TOTAL CREDITS 36**

### \*Small Business Management Certificate Course Selections:

- 3 cr. ACCT 162: Principles of Accounting II
- 3 cr. BUSN 132: Business Calculations
- 3 cr. BUSN 210: Business Communications
- 3 cr. BUSN 215: Integrated Software Applications
- 3 cr. BUSN 220: Career Management & Organizational Behavior
- 3 cr. BUSN 252: Business Law II
- 3 cr. BUSN 270: Principles of Advertising
- 3 cr. CSIT 126: Intermediate Spreadsheets & Database
- 3 cr. MATH 156: Introduction to Statistics

## COMPUTER STUDIES

## COMPUTER SCIENCE

### Associate in Science

The program outlined here will prepare students for transfer to a four-year college to obtain a Bachelor of Science degree in computer science. The curriculum follows the model provided by the Association of Computing Machinery and the Institute of Electrical and Electronic Engineers Computer Society in order to assure maximum transferability. Upon graduation, students can expect to transfer to a four-year college with junior status. Effective problem solving is central to good programming; this curriculum provides the necessary foundation. The software development process (composing and coordinating components of a program) requires that students construct algorithms for problem solving with appropriate documentation. This curriculum has been designed to address these needs in preparing the student for a future in computer science. The department recommends the following minimal criteria for prospective students in the Computer Science A.S. program:

- High school diploma or equivalent
- Cumulative high school grade point average of C or above
- Ranked in top half of high school graduating class
- No developmental studies requirement

### FIRST SEMESTER

- 4 cr. CSIT 165: Programming I
- 4 cr. MATH 265: Calculus I
- 3 cr. ENGL 151: English I
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement

17 cr.

### SECOND SEMESTER

- 4 cr. CSIT 166: Programming II
- 3 cr. CSIT 176: Computer Organization & Architecture
- 4 cr. MATH 266: Calculus II
- 3 cr. ENGL 152: English II
- 3 cr. Social Science Gen. Ed. Requirement

17 cr.

### THIRD SEMESTER

- 4 cr. CSIT 265: Data Structures & Analysis
- 4 cr. MATH 267: Calculus III
- 4 cr. PHYS 281: General Physics I
- 3 cr. Humanities Gen. Ed. Requirement

15 cr.

### FOURTH SEMESTER

- 3 cr. Computer Science Elective (CSIT 126 or higher)
- 3 cr. MATH 270: Discrete Mathematics
- 4 cr. PHYS 282: General Physics II
- 2 cr. Elective
- 3 cr. Elective (to meet required 64 credits)

15 cr.

**TOTAL CREDITS 64**

Kean-Ocean students need COMM 154 as a general elective

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## COMPUTER SCIENCE

### Associate in Science

#### GAME DEVELOPMENT & DESIGN OPTION

The program outlined here will prepare students for transfer to a four-year college to obtain a Bachelor of Science degree in computer game design. The curriculum follows the model provided by the Association of Computing Machinery and the Institute of Electrical and Electronic Engineers, Computer Society to assure maximum transferability. Upon graduation, students can expect to transfer to a four-year college with junior status. Effective problem solving is central to good game design and development. The software development process (composing and coordinating components of a program) requires that students construct algorithms for problem solving with appropriate documentation. This curriculum has been designed to prepare the student to work as a team and solve complex computer programming problems. The department recommends the following minimal criteria for prospective students in the Computer Game Development and Design option:

- High school diploma or equivalent
- Cumulative high school grade point average of C or above
- Ranked in top half of high school graduating class
- No developmental studies requirement

#### FIRST SEMESTER

- 4 cr. CSIT 165: Programming I
  - 3 cr. ENGL 151: English I
  - 3 cr. Humanities Gen. Ed. Requirement
  - 3 cr. Social Science Gen. Ed. Requirement
  - 3 cr. CSIT 115: Intro. to Computer Game Development
- 16 cr.

#### SECOND SEMESTER

- 4 cr. CSIT 166: Programming II
  - 3 cr. CSIT 176: Computer Organization & Architecture
  - 3 cr. ENGL 152: English II
  - 3 cr. Humanities Gen. Ed. Requirement
  - 3 cr. Social Science Gen. Ed. Requirement
- 16 cr.

#### THIRD SEMESTER

- 4 cr. CSIT 265: Data Structures & Analysis
  - 4 cr. MATH 265: Calculus I
  - 4 cr. Lab Science Gen. Ed. Requirement (BIOL 161, CHEM 181 or PHYS 281)
  - 3 cr. BUSN 134: Principles of Marketing or BUSN 271: Principles of Management
- 15 cr.

#### FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
  - 3 cr. CSIT 173: Game Programming with OpenGL
  - 3 cr. Elective (to meet required 64 credits)
  - 4 cr. Lab Science Gen. Ed. Requirement (BIOL 162, CHEM 182, or PHYS 282) (continue original science sequence)
  - 4 cr. MATH 266: Calculus II
- 17 cr.

**TOTAL CREDITS 64**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

### Associate in Science

#### INFORMATION TECHNOLOGY OPTION

The program outlined here will prepare students for transfer to a four-year college to obtain a Bachelor of Science degree in computer information systems. The curriculum follows the model provided by the Association of Computing Machinery and the Institute of Electrical and Electronics Engineers, Computer Society in order to assure maximum transferability. Upon graduation, students can expect to transfer to a four-year college with junior status. The field of information technology is interdisciplinary, with applications to all aspects of the economy. Information technologists need a balance of software and hardware applications with concentration in specific courses. Effective problem solving is central to this degree; this curriculum provides the necessary foundation. The software development process (composing and coordinating components of a program) requires that students construct algorithms for problem solving with appropriate documentation. This curriculum has been designed to prepare the student to meet the future needs of integration, design, deployment and management of computing, resources and services. The department recommends the following minimal criteria for prospective students in the Information Technology option:

1. High school diploma or equivalent,
2. Cumulative high school grade point average of C or above,
3. Ranked in top half of high school graduating class,
4. No developmental studies requirement

#### FIRST SEMESTER

- 4 cr. CSIT 165: Programming I
  - 3 cr. ENGL 151: English I
  - 3 cr. Social Science Gen. Ed. Requirement
  - 3 cr. Elective (to meet required 64 credits)
  - 3 cr. Humanities Gen. Ed. Requirement
- 16 cr.

#### SECOND SEMESTER

- 4 cr. CSIT 166: Programming II
  - 3 cr. CSIT 176: Computer Organization & Architecture
  - 4 cr. MATH 265: Calculus I
  - 3 cr. ENGL 152: English II
  - 3 cr. Social Science Gen. Ed. Requirement
- 17 cr.

#### THIRD SEMESTER

- 4 cr. CSIT 265: Data Structures & Algorithm Analysis
  - 4 cr. MATH 266: Calculus II
  - 4 cr. Lab Science Gen. Ed. Requirement: (BIOL 161, CHEM 181 or PHYS 281)
  - 3 cr. Humanities Gen. Ed. Requirement
- 15 cr.

#### FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
  - 9 cr. Elective (to meet required 64 credits)\*
  - 4 cr. Lab Science Gen. Ed. Requirement (continue original science sequence) of BIOL 162, CHEM 182 or PHYS 282)
- 16 cr.

**TOTAL CREDITS 64**

Kean-Ocean students need COMM 154 & MATH 270 as general electives

\*Students should select electives relevant to the Bachelor's Degree concentration

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## INFORMATION TECHNOLOGY

### Certificate of Proficiency

This Computer Science/Information Technology certificate program is designed primarily for the student in the work environment seeking to become computer literate through a non-degree course of study. A certificate will be awarded to students completing the courses with a cumulative average of 2.0 or higher. This curriculum provides a basic core of hardware and software courses with 12 additional CSIT elective courses designed to address needs in preparing the student for advancement in the work environment or to the next level of computer science study.

- 4 cr. CSIT 165: Programming I
- 4 cr. CSIT 166: Programming II
- 3 cr. CSIT 176: Computer Organization & Architecture
- 3 cr. MATH 151: A Survey of Mathematics or  
MATH 171: Finite Mathematics or  
MATH 181 or higher: Introduction to Probability
- 3 cr. CSIT 213: Database Management
- 3 cr. ENGL 151: English I
- 3 cr. 200 Level Computer Science Elective
- 9 cr. CSIT 115 or higher: Computer Science Electives

32 cr.

**TOTAL CREDITS 32**

## INFORMATION TECHNOLOGY

### Certificate of Completion

This Computer Science/Information Technology certificate program provides a basic core of hardware and software courses with 6 additional CSIT electives to enable students with a specific retraining need to meet that goal within a limited time period. A certificate will be awarded to students completing the courses with a cumulative average of 2.0 or higher.

- 4 cr. CSIT 165: Programming I
- 4 cr. CSIT 166: Programming II
- 3 cr. CSIT 213: Database Management
- 6 cr. CSIT 115 or higher: Computer Science Electives

17 cr.

**TOTAL CREDITS 17**

## COMPUTER SCIENCE

### Associate in Science

#### INFORMATION SYSTEMS OPTION

The program outlined here will prepare students for transfer to a four-year college to obtain a Bachelor of Science degree in computer information systems. The curriculum follows the model provided by the Association of Computing Machinery, the Institute of Electrical & Electronic Engineers, Computer Society & the Association for Information Systems professional society in order to assure maximum transferability. Upon graduation, students can expect to transfer to a four-year college with junior status. Effective problem solving is central to good development of applications of computer and communications technology; this curriculum provides the necessary foundation. The software development process (composing and coordinating components of a program) requires that students construct algorithms for problem solving with appropriate documentation. This curriculum has been designed to address these needs in preparing the student for a future in computer applications oriented fields that combine computing, developing applications and understanding how people, organizations, and society use them. The department recommends the following minimal criteria for prospective students in the Information Systems option:

- High school diploma or equivalent
- Cumulative high school grade point average of C or above
- Ranked in top half of high school graduating class
- No developmental studies requirement

## FIRST SEMESTER

- 4 cr. CSIT 165: Programming I
- 4 cr. MATH 265: Calculus I
- 3 cr. ENGL 151: English I
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement

17 cr.

## SECOND SEMESTER

- 4 cr. CSIT 166: Programming II
- 3 cr. CSIT 176: Computer Organization & Architecture
- 4 cr. MATH 266: Calculus II
- 3 cr. ENGL 152: English II
- 3 cr. Social Science Gen. Ed. Requirement

17 cr.

## THIRD SEMESTER

- 4 cr. CSIT 265: Data Structures & Analysis
- 4 cr. MATH 267: Calculus III
- 4 cr. Lab Science Gen. Ed. Requirement  
(BIOL 161, CHEM 181 or PHYS 281)
- 3 cr. Humanities Gen. Ed. Requirement

15 cr.

## FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
- 3 cr. MATH 270: Discrete Mathematics
- 4 cr. Lab Science Gen. Ed. Requirement  
(continue original science sequence)  
(BIOL 162, CHEM 182 or PHYS 282)
- 5 cr. Electives (to meet required 64 credits)

15 cr.

**TOTAL CREDITS 64**

Kean-Ocean students need COMM 154 as a general elective

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## COMPUTER SCIENCE/ INFORMATION TECHNOLOGY

### Associate in Applied Science

This career program prepares students for entry-level positions in a multitude of computer-related jobs. Both computer scientists and information technologists need a balance of software and hardware applications with concentration in specific courses emphasizing effective problem solving. The software development process, (composing and coordinating component of a program) requires that students construct algorithms for problem solving with appropriate documentation. This curriculum has been designed to prepare the student to meet the future needs of integration, design, deployment, and management of computing, resources and services. A graduate of the program will have a firm understanding of modern programming practices and related skills in computer information technology. The department recommends the following minimal criteria for prospective students in the Computer Science/Information Technology program:

- High school diploma or equivalent
- Cumulative high school grade point average of C or above
- Ranked in top half of high school graduating class
- No developmental studies requirement



## FIRST SEMESTER

- 4 cr. CSIT 165: Programming I
- 3 cr. ENGL 151: English I
- 3 cr. MATH 151: A Survey of Mathematics or MATH 171: Finite Mathematics or MATH 181 or higher: Introduction to Probability
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 16 cr.

## SECOND SEMESTER

- 4 cr. CSIT 166: Programming II
- 3 cr. CSIT 176: Computer Organization & Architecture
- 3 cr. ENGL 152: English II
- 6 cr. Computer Science Electives\*
- 16 cr.

## THIRD SEMESTER

- 6 cr. Computer Science Electives\*
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. Social Science or Humanities Gen. Ed. Requirement
- 16 cr.

## FOURTH SEMESTER

- 3 cr. CSIT 213: Database Management
- 6 cr. Computer Science Electives\*
- 3 cr. Business Studies Elective
- 4 cr. Electives (to meet required 64 credits)
- 16 cr.

**TOTAL CREDITS 64**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

\*Any CSIT course (CSIT 115 or higher) including those recommended in the areas of interest below. Students are not required to select a specific area of interest to complete this degree.

### Suggested Computer Science Electives

CSIT 115	Introduction to Computer Game Development	3 cr.
CSIT 123	Integrated Office Software	3 cr.
CSIT 126	Intermediate Spreadsheets & Database	3 cr.
CSIT 130	Web Site Design	3 cr.
CSIT 131	Multimedia for the Web	3 cr.
CSIT 133	Web Development Fundamentals	3 cr.
CSIT 144	UNIX	3 cr.
CSIT 173	Game Programming with OpenGL	3 cr.
CSIT 184	Networking Essentials	3 cr.
CSIT 212	Systems Analysis	3 cr.
CSIT 231	Dynamic Flash & Scripting Programming Elements for Web Pages	3 cr.
CSIT 232	Server Programming for the Web	3 cr.
CSIT 265	Data Structures Analysis	4 cr.

### Suggested Business Studies Electives

ACCT 161	Principles of Accounting	3 cr.
BUSN 131	Introduction to Business Administration	3 cr.
BUSN 134	Principles of Marketing	3 cr.

## DENTAL ASSISTING

### Certificate of Completion

Ocean County College has entered into a partnership with Rutgers University allowing students to obtain a joint certificate in Dental Assisting upon program completion.

After completing the general education core at Ocean County College, the Dental Assisting Program at Rutgers is a ten month certificate program. Faculty of the Rutgers New Jersey Dental School also provides instruction in the program. Dental Assisting students have access to the most modern equipment and treatment facilities at the Rutgers New Jersey Dental School as well as at the SHRP (School of Health Related Professions) Scotch Plains Dental Suite.

The Rutgers Dental Assisting Program prepares the student for work as a valuable member of the dental health care team and for diverse career opportunities. In order to expose students to the most modern equipment and advanced treatment techniques, the facilities of the Rutgers New Jersey Dental School and the SHRP Scotch Plains Dental Suite are utilized. Prospective dental assisting students must possess manual dexterity, good vision, and optimal oral and personal hygiene habits.

### Goals of the Program

Upon completion of the program, the student will be able to perform the following functions:

- Assist the dentist in all phases of patient treatment
- Sterilize instruments
- Prepare treatment rooms
- Provide patient education and nutritional counseling
- Arrange and confirm appointments
- Prepare dental insurance claims
- Expose, process, and mount radiographs
- Perform a variety of intra-oral expanded functions
- Fabricate mouth guards
- Work as members of the dental health team
- Perform basic laboratory procedures
- Select and transfer instruments to the dentist

Students seeking this certificate must be a resident of Ocean County, complete ten (10) credits in general education at Ocean County College with a grade of "C" or higher and complete all general education coursework prior to beginning Dental Assisting course work in January at Rutgers. No transfer credits can be considered for this program.

<u>General Education Requirements at OCC</u>	<u>Credits</u>
*BIOL 130 - Anatomy & Physiology I	4
ENGL 151 - English I	3
PSYC 172 - General Psychology	3

\*Students must complete BIOL 130, with a grade of "C" or higher, prior to the start of the Dental Assisting coursework in January; additionally, BIOL 130 must be completed within the five years prior to beginning the Dental assisting coursework.

- 10 credits in general education at OCC
- 23 credits Dental Assisting at Rutgers, Scotch Plains.

**TOTAL CREDITS 33**

## CRIMINAL JUSTICE

See Law & Public Safety - page 52

## DENTAL HYGIENE

### Associate in Applied Science

An Associate in Applied Science Degree in Dental Hygiene is offered in cooperation with the School of Health Related Professions at Rutgers University. A degree is awarded simultaneously by Ocean County College and Rutgers.

Thirty two (32) of 34 General Education credits must be taken at Ocean County College, prior to formal admission into the clinical portion of the program at Rutgers. The Dental Hygiene program is only available as a full-time course of study, and Rutgers accepts a cohort of new full-time students each January. All dentistry courses are taken at Rutgers' Scotch Plains campus.

### Admissions Requirements

OCC has only four (4) dedicated seats available each year for admission to the Dental Hygiene program, so admission is highly competitive. To apply a student must be matriculated at OCC, and must be a resident of Ocean County. All applicants will be reviewed by a selection committee established at OCC to review all submitted supporting materials and make final admission recommendations to Rutgers. Application materials will be due by April 1 each year to be considered for admissions the following January at Rutgers.

Prior to acceptance into the Rutgers program, students must have completed the following OCC courses, earning a minimum cumulative grade point average of 2.85:

BIOL 130: Human Anatomy & Physiology I  
 BIOL 131: Human Anatomy & Physiology II  
 BIOL 232: Microbiology  
 CHEM 180: Introductory Chemistry  
 ENGL 151: English I  
 PSYC 172: General Psychology

Prior to beginning clinical coursework at Rutgers, students must also complete the following general education requirements and obtain a minimum grade of C in each:

ENGL 152: English II  
 COMM 154: Fundamentals of Public Speaking  
 MATH 156: Introduction to Statistics  
 SOCI 181: Introduction to Sociology

### Program Objectives

Graduates of this program will be able to:

- Exhibit competency as clinicians through demonstrated performance on the North East Regional Board Dental Hygiene Examination and the National Board Examination and feedback from Employer Surveys
- Assume responsibility for health promotion and disease prevention for individuals and communities through participation in multiple off campus dental health education community projects
- Obtain RDH license issued by the State Board of Dentistry of New Jersey.
- Perform multiple, expanded dental auxiliary functions as defined in the New Jersey State Dental Practice Act under the auspices of Dental Specialties II and Clinical Services, I, II and III.
- Demonstrate professional development through membership in the Student American Dental Hygienists' Association and participation in related activities.
- Display professional demeanor at all times as evidenced by professional development grades achieved in all dental courses.
- Demonstrate competency in dental hygiene as stated in the Dental Hygiene Standard of Care and American Dental Educators Association Competencies.

### REQUIREMENTS

General Education - 34 credits as follows:

Code	Course	Credits
*BIOL 130	Human Anatomy & Physiology I	4
*BIOL 131	Human Anatomy & Physiology II	4
*BIOL 232	Microbiology	4
*CHEM 180	Introductory Chemistry	4
ENGL 151	English I	3
ENGL 152	English II	3
PSYC 172	General Psychology	3
SOCI 181	Introduction to Sociology	3
COMM 154	Fundamentals of Public Speaking	3
MATH 156	Introduction to Statistics	3

A grade of "C" or higher is required in all General Education courses.

\*These courses must be completed within the past five (5) years

### CAREER STUDIES (RUTGERS)

#### 52 credits as follows:

(All dentistry courses are taken at Rutgers' Scotch Plains campus.)

Code	Course	Credits
ADEC 110	Introduction to the Dental Profession	4
ADEC 111	Dental Head & Neck Anatomy	3
ADEC 112	Dental Materials	3
ADEC 113	Medical Emergencies in the Dental Office	1
ADEC 114	Dental Health Education	1
ADEC 115	Dental Radiology	3
ADEC 116	Dental Specialties I	1
ADEC 117	Practice Management	1
DENH 120	Introduction to Clinical Dental Hygiene	4
DENH 121	Clinical Dental Hygiene I	3
DENH 122	Clinical Services I	3
DENH 123	Oral Histology & Embryology	2
DENH 124	Nutrition	2
DENH 231	Clinical Dental Hygiene II	2
DENH 232	Clinical Services II	3
DENH 233	Periodontology I	2
DENH 234	Dental Health Education/Community Dental Health	2
DENH 235	Oral Pathology	2
DENH 236	Pharmacology & Oral Medicine	1
DENH 242	Clinical Services III	3
DENH 243	Periodontology II	2
DENH 244	Dental Specialties II	1
DENH 245	Pain & Anxiety Control	1
DENH 246	Capstone Seminar	2

**CREDITS REQUIRED FOR DEGREE: 86**

### Dental Hygiene Program Sequence

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and pre-requisites. See your counselor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. This degree will take longer than two years to complete. Some general education courses must be taken prior to starting clinical courses. See following:

The following OCC courses must be taken prior to admission at Rutgers:

Code	Course	Credits
ENGL 151	English I	3
PSYC 172	General Psychology	3
MATH 156	Introduction to Statistics	3
COMM 154	Fundamentals of Public Speaking	3
ENGL 152	English II	3
BIOL 130	Anatomy and Physiology I	4
CHEM 180	Introductory Chemistry	4
BIOL 131	Anatomy and Physiology II	4
SOCI 181	Introduction to Sociology	3
BIOL 232	Microbiology	4

Career studies courses taken at Rutgers (Full time, Spring entry):

### FIRST SEMESTER

Code	Course	Credits
ADEC 110	Introduction to the Dental Profession	4
ADEC 111	Dental Head & Neck Anatomy	3
ADEC 112	Dental Materials	3
ADEC 113	Medical Emergencies in the Dental Office	1
DENH 120	Introduction to ClinicalDental Hygiene	4
		15

### SECOND SEMESTER

Code	Course	Credits
ADEC 114	Dental Health Education	1
ADEC 115	Dental Radiology	3
DENH 121	Clinical Dental Hygiene I	3
DENH 122	Clinical Services I	3
DENH 123	Oral Histology & Embryology	2
		12

### THIRD SEMESTER

Code	Course	Credits
ADEC 116	Dental Specialties I	1
DENH 124	Nutrition	2
DENH 231	Clinical Dental Hygiene II	2
DENH 232	Clinical Services II	3
DENH 233	Periodontology I	2
DENH 234	Dental Health Education/Community Dental Health	2
DENH 235	Oral Pathology	2
DENH 236	Pharmacology & Oral Medicine	1
		15

### FOURTH SEMESTER

Code	Course	Credits
ADEC 117	Practice Management	1
DENH 242	Clinical Services III	3
DENH 243	Periodontology II	2
DENH 244	Dental Specialties II	1
DENH 245	Pain and Anxiety Control	1
DENH 246	Capstone Seminar	2
		10

## DIETARY MANAGER

### Certificate of Completion

A Dietary Manager Certificate Program is now being offered to Ocean County College students in cooperation with the School of Health Related Professions (SHRP) at Rutgers University. This certificate is awarded jointly by Ocean County College and Rutgers.

The Dietary Manager Certificate Program is a ten month full time program combining traditional in-person classroom work, and hands-on clinical experience. Students can enroll into the program through Rutgers University SHRP, when all prerequisites have been met through Ocean County College.

The classes will be held in traditional classroom format at the Newark campus. Students will do their clinical experience at University Hospital, Newark, NJ in the Food and Nutrition Services Department.

### Why Major in Dietary Management?

Accredited by the Dietary Management Association (DMA), the Dietary Manager program will empower graduates to run medical nutrition and general food service establishments. Dietary Managers act as supervisors or managers over long-term care facilities, assisted living, small hospitals, schools, military, and other non-commercial settings and are an important part of the nutrition care team. Dietary Managers can hire dietary workers, purchase food, supervise preparation, distribution, and clean up of meals, snacks, and supplements. They are also responsible for food safety and for selecting foods that conform with diet prescriptions.

### Goals of the Program

The goal of the program is to prepare students to become certified dietary managers (CDM) who are competent in food service management and the nutrition issues in food and dietary services. The objectives of this program are:

- To prepare students to examine meal service systems for health care environments and delivery systems
- To expose students to a broad overview of human resource management
- To provide students a basic understanding of nutrition concepts and techniques for individuals in healthcare environment
- To train students to understand and retain comprehensive food safety knowledge on all aspects of handling food, from receiving and storage to preparing and serving

### Accreditation

The DMA program has been approved by the Dietary Managers Association, [www.dmaonline.org](http://www.dmaonline.org)

### Admission

Students must be a resident of Ocean County, and complete all pre-requisite courses through Ocean County College. Prior to being admitted into the 10-month professional sequence at Rutgers, students will be required to complete the following pre-requisite courses at Ocean County College (17 credits):

Code	Course	Credits
MATH 156	Intro to Statistics	3
BIOL 130	Anatomy & Physiology I	4
BIOL 131	Anatomy & Physiology II	4
PSYC 172	General Psychology	3
ENGL 151	English I	3

17 CREDITS GENERAL EDUCATION AT OCC

15 CREDITS IN PROFESSIONAL STUDIES AT RUTGERS

TOTAL CREDITS 32

Students must have a grade point average of 2.75 in general education courses before starting the professional phase.



## DIGITAL MASS MEDIA

### A.A. Degree Program

#### BROADCAST/PRODUCTION OPTION

The A.A. degree in Digital Mass Media offers students the first two years of courses and fieldwork which allow students to transfer into a baccalaureate program or to seek immediate employment. The program prepares for a variety of production or writing positions at newspapers and magazines (print and online), radio and television stations (and their associated Web sites), cable systems, video production companies and other production facilities. The program also prepares students for careers as publicity writers for public relations firms, advertising agencies, businesses, and organizations. The curriculum gives students hands-on writing, production, and programming experience at the College radio station, television station, video editing/post production lab, literary magazine, and the print and online versions of the college newspaper. Students also gain experience in blogs, podcasts and other new media used by both professional and citizen journalists.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
  - 3 cr. Math Gen. Ed. Requirement
  - 3 cr. History Gen. Ed. Requirement\*\*\*
  - 3 cr. COEM 120: Television Studio Production
  - 3 cr. COMM 151: Media Writing I
  - 3 cr. COMM 154: Fundamentals of Public Speaking
- 18 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
  - 4 cr. Lab Science Gen. Ed. Requirement
  - 3 cr. Humanities Gen. Ed. Requirement\*
  - 3 cr. COEM 220: Television Location Production
  - 3 cr. Social Science Gen. Ed. Requirement\*
- 16 cr.

#### THIRD SEMESTER

- 3 cr. History Gen. Ed. Requirement\*\*\*
  - 3 cr. Humanities Gen. Ed. Requirement\*
  - 3-4 cr. Math or Lab Science Gen. Ed. Requirement
  - 3 cr. COEM 224: Video Editing & Post Production
  - 3 cr. Diversity Gen. Ed. Requirement\*
- 15-16 cr.

#### FOURTH SEMESTER

- 0-3 cr. Technology Gen. Ed. Requirement\*\*
  - 3 cr. Humanities Gen. Ed. Requirement\*
  - 3 cr. Social Science Gen. Ed. Requirement\*
  - 3 cr. COEM 284: Broadcast News Production
  - 3 cr. COMM 172: Communication Law
- 15 cr.

**TOTAL CREDITS 64-65**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

\*If this requirement has been satisfied by another Humanities or Social Science course in the Diversity category, the student must take three additional credits from the List of General Education courses.

\*\*Students who demonstrate proficiency must take additional general education credits in math or lab science from the List of Approved General Education Courses.

\*\*\*Selection should be based upon the requirements of the four-year transfer institution.

## DIGITAL MASS MEDIA

### A.A. Degree Program

#### JOURNALISM OPTION

The A.A. degree in Digital Mass Media offers students the first two years of courses and fieldwork which allow students to transfer into a baccalaureate program or to seek immediate employment. The program prepares for a variety of production or writing positions at newspapers and magazines (print and online), radio and television stations (and their associated Web sites), cable systems, video production companies and other production facilities. The program also prepares students for careers as publicity writers for public relations firms, advertising agencies, businesses, and organizations. The curriculum gives students hands-on writing, production, and programming experience at the College radio station, television station, video editing/post production lab, literary magazine, and the print and online versions of the college newspaper. Students also gain experience in blogs, podcasts and other new media used by both professional and citizen journalists.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
  - 3 cr. Math Gen. Ed. Requirement
  - 3 cr. History Gen. Ed. Requirement\*\*\*
  - 3 cr. COMM 151: Media Writing I
  - 3 cr. COMM 154: Fundamentals of Public Speaking
  - 3 cr. COMM 281: Mass Communications
- 18 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
  - 4 cr. Lab Science Gen. Ed. Requirement
  - 3 cr. Humanities Gen. Ed. Requirement\*
  - 3 cr. COMM 152: Media Writing II
  - 3 cr. COMM 220: Television Location Production
- 16 cr.

#### THIRD SEMESTER

- 3 cr. Social Science Gen. Ed. Requirement
  - 3 cr. History Gen. Ed. Requirement\*\*\*
  - 3 cr. Humanities Gen. Ed. Requirement\*
  - 3-4 cr. Math or Lab Science Gen. Ed. Requirement
  - 3 cr. COMM 172: Communication Law
  - 3 cr. Diversity Gen. Ed. Requirement\*
- 15-16 cr.

#### FOURTH SEMESTER

- 3 cr. History Gen. Ed. Requirement
  - 3 cr. Technology Gen. Ed. Requirement
  - 3 cr. Humanities Gen. Ed. Requirement\*
  - 3 cr. Social Science Gen. Ed. Requirement\*
  - 3 cr. COEM 284: Broadcast News Production
- 15 cr.

**TOTAL CREDITS 64-65**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

\*If this requirement has been satisfied by another Humanities or Social Science course in the Diversity category, the student must take three additional credits from the List of General Education courses.

\*\*Students who demonstrate proficiency must take additional general education credits in math or lab science from the List of Approved General Education Courses.

\*\*\*Selection should be based upon the requirements of the four-year institution.

# EDUCATION

## ELEMENTARY EDUCATION

See Liberal Arts - page 53

## TEACHER AIDE

### Certificate of Completion

The certificate of completion for teacher aides includes courses specific to the field, with a limited number of general education courses. It is designed for students who wish to become teacher aides and for aides already employed within school systems. All courses may be credited toward the associate degree for students wishing to earn an Associate in Science degree in general education. Students completing the A.S. degree could substitute teach and transfer to a four-year college. Students seeking admission must meet all college requirements.

- 3 cr. PSYC 172: General Psychology
- 3 cr. PSYC 173: Child Psychology
- 3 cr. EDUC 175: Introduction to Teaching
- 3 cr. ENGL 151: English I
- 3 cr. MATH 151: A Survey of Mathematics
- 3 cr. EDUC 178: Introduction to Education of Exceptional Students
- EDUC 245: Language Arts in the School Curriculum or
- 3 cr. CSIT 110: Computer Literacy

21 cr.

**TOTAL CREDITS 21**

# ENGINEERING

## ENGINEERING

### Associate in Science

The Associate in Science Engineering program is designed to prepare beginning engineering students to successfully transfer to baccalaureate engineering programs. Participants in the associate program will enroll in science, mathematics, and engineering courses that provide serious students with the knowledge and background necessary to take upper level courses in their chosen field of study.

#### FIRST SEMESTER

- 4 cr. CHEM 181: General Chemistry I
- 4 cr. PHYS 281: General Physics I
- 4 cr. MATH 265: Calculus I
- 2 cr. ENGR 181: Graphics for Engineers
- 3 cr. ENGL 151: English I

17 cr.

#### SECOND SEMESTER

- 4 cr. CHEM 182: General Chemistry II
- 4 cr. PHYS 282: General Physics II
- 4 cr. MATH 266: Calculus II
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. ENGL 152: English II

18 cr.

#### THIRD SEMESTER

- 4 cr. MATH 267: Calculus III
- 3 cr. ENGR 221: Engineering Statics
- 3 cr. CSIT 165: Programming I
- 3-4 cr. Engineering Elective

13-14 cr.

## FOURTH SEMESTER

- 3 cr. Social Science or Humanities Gen. Ed. Requirement\*
- 3 cr. ENGR 222: Engineering Dynamics
- 3 cr. Elective
- 3-4 cr. Engineering Elective
- 3 cr. Social Science Gen. Ed. Requirement

15-16 cr.

**TOTAL CREDITS 64**

\*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) to meet the required 64 total credits.

Note: Transfer students are strongly advised to take MATH 280: Differential Equations.

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

Students should check with their Engineering Advisor and with transfer institutions in selecting their engineering electives.

### Engineering Electives

- |          |                               |       |
|----------|-------------------------------|-------|
| ACCT 161 | Principles of Accounting      | 3 cr. |
| CSIT 166 | Programming II                | 4 cr. |
| PHYS 283 | General Physics III           | 4 cr. |
| ENGR 225 | Design of Material Structures | 3 cr. |
| ENGR 251 | Electrical Engineering I      | 4 cr. |
| ENGR 252 | Electrical Engineering II     | 4 cr. |
| ENGR 290 | Engineering Internship        | 3 cr. |
| MATH 280 | Differential Equations        | 3 cr. |

# ENGLISH

See Liberal Arts - page 53

# ENVIRONMENTAL SCIENCE

## ENVIRONMENTAL SCIENCE

### Associate in Science

The Associate in Science (A.S.) degree program in Environmental Science is designed to prepare students for careers in the dynamically growing field of environmental science. This program is particularly attractive to four-year institutions that offer baccalaureate or graduate degrees in environmental studies, where our graduates may apply for additional preparation in the field.

#### FIRST SEMESTER

- 3 cr. Technology Requirement\*
- 4 cr. BIOL 161: General Biology I
- 4 cr. CHEM 181: General Chemistry I
- 3 cr. ENGL 151: English I
- 3-4 cr. MATH 191 or MATH 265: Precalculus I or Calculus I

17-18 cr.

#### SECOND SEMESTER

- 4 cr. ENVI 152: Environmental Science
- 3-4 cr. MATH 192 or MATH 266: Precalculus II or Calculus II
- 4 cr. BIOL 162: General Biology II
- 4 cr. CHEM 182: General Chemistry II
- 3 cr. ENGL 152: English II

18-19 cr.

#### THIRD SEMESTER

- 3-4 cr. BIOL 261 or BIOL 265 or ENVI 154 or ENVI 259 Ecology or Marine Biology or Introduction to Oceanography or Field Experience/Practicum

- 4 cr. CHEM 283: Organic Chemistry I
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement
- 13-14 cr.

#### FOURTH SEMESTER

- 4 cr. CHEM 284: Organic Chemistry II
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 3-6 cr. Elective (to meet required 64 credits)
- 13-16 cr.

TOTAL CREDITS 64

\*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) to meet the required 64 total credits.

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## EXERCISE SCIENCE

See Health & Human Performance - page 51

## FILM STUDIES

See Liberal Arts Concentrations - page 54

## FINE ARTS

See Liberal Arts Concentrations - page 54

## FIRE SCIENCE

See Law & Public Safety - page 53

## GENERAL STUDIES

### GENERAL STUDIES

#### Associate in Science

This degree is for those students who wish to explore career fields or to build an individualized program to meet special career needs by drawing from components of existing career programs. Students may plan either transfer or career programs to meet the requirements for the Associate in Science degree by completing:

- a. At least 18 hours beyond college core curriculum from one college department,
- b. A minimum of 30 hours of general education courses,
- c. Sufficient additional hours to meet the general requirements for the degree as outlined in the section on degrees.

#### GENERAL EDUCATION CORE REQUIREMENTS

**Communications** 6 cr.  
English I/English II

**Humanities** 3 cr.  
One (1) Humanities course selected from the list of Approved General Education Courses

**Social Science** 3 cr.  
One (1) Social Science course selected from the list of Approved General Education Courses

**Additional Humanities or Social Science Credit** 3 cr.  
One (1) Humanities or Social Science course selected from the list of Approved General Education Courses

### Mathematics-Science-Technology 9 cr.

Students must select at least one Math course, one Lab Science course and one Technology course\* from the list of Approved General Education Courses.

\*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) in math, science, or technology from the list of Approved General Education Courses.

### Additional General Education Credit 6 cr.

From the list of Approved General Education Courses

### Department Concentration 18 cr.

To satisfy the Department Concentration, students must earn 18 credits from one of several areas. Those areas and the related course prefixes are listed below:

Humanities	ARBC, ARTS, ASLN, CHIN, COMM, CPH, DANC, COEM, ENGL, FILM, FREN, GRMN, COCG, GREK, HEBR, HIST, HONR, HUMN, ITAL, LATN, MUSC, PHIL, RUSS, SPAN, THTR
Math	MATH
Science	BIOL, CHEM, ENVI, PHYS, SCIE
Social Science	ACAD, ALDC, ANTH, CRIM, ECON, EDUC, FIRE, GEOG, HLSC, HSRV, POLI, PSYC, SOCI
Health & Physical Ed.	HEHP
Business	BUSN, ACCT, LAAW, ECON, CSIT
Computer Science	CSIT

### Elective Courses (to total 64 or more credits) 16 cr.

TOTAL CREDITS 64

Note: cr. (credit) = semester credit hour.

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## GRAPHIC DESIGN

### VISUAL COMMUNICATIONS TECHNOLOGY

#### Associate in Applied Science

#### COMPUTER GRAPHICS OPTION

The purpose of this program is to prepare students to enter the field of graphic design using the most current software applications.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. ARTS 181: Art History I
- 2 cr. COCG 160: Introduction to Macintosh/Painter
- 3 cr. ARTS 183: Basic Drawing
- 3 cr. ARTS 184: Two Dimensional Design
- 3 cr. CPH 181: Basic Digital Photography
- 17 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. CPH 187: Experimental Digital Photography
- 2 cr. COCG 161: Painter/Paintbox Applications
- 3 cr. COCG 162: Design Fundamentals
- 3 cr. Social Science Gen. Ed. Requirement
- 3 cr. COCG 163: Photoshop
- 17 cr.



### THIRD SEMESTER

- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. ARTS 185: Figure Drawing
- 3 cr. COCG 164: Adobe Illustrator
- 3 cr. Mathematics Gen. Ed. Requirement
- 3 cr. CPH 280: Advanced Digital Photography
- 15 cr.

### FOURTH SEMESTER

- 4 cr. Lab Science Gen. Ed. Elective
- 3 cr. BUSN 270: Principles of Advertising\*
- 3 cr. COCG 165: Graphics Portfolio
- 3 cr. Fine Arts Elective\*\*
- 3 cr. Elective
- 16 cr.

**TOTAL CREDITS 65**

Note: cr. (credit) = semester credit hour.

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## VISUAL COMMUNICATIONS TECHNOLOGY

### Associate in Applied Science

#### ELECTRONIC MEDIA TECHNOLOGY OPTION

This program prepares students for entry-level technical support positions in the arts, entertainment, educational/instructional media, marketing/public relations and for business/industry experience in planning and executing visual programming.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. COMM 110: Introduction to Communications
- 2 cr. COCG 160: Introduction to Macintosh/Painter
- 3 cr. ARTS 183: Basic Drawing
- 3 cr. ARTS 184: Two Dimensional Design
- 3 cr. COEM 120: Television Production
- 17 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. COMM 281: Mass Communications
- 1 cr. COMM 130: Careers in Communication
- 2 cr. COCG 161: Painter/Paintbox Applications
- 3 cr. COEM 220: Advanced Television Production
- 3 cr. Social Science Gen. Ed. Requirement
- 15 cr.

#### THIRD SEMESTER

- 3 cr. COMM 172: Communications Law
- 3 cr. COEM 224: Video Editing & Post Production
- 3 cr. Elective
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. Any course from the list of Approved General Education Courses
- 16 cr.

#### FOURTH SEMESTER

- 3-6 cr. COMM 290-91: Internship
- 3 cr. Mathematics Gen. Ed. Requirement
- 7-10 cr. Career Electives\* (to meet required 64 credits)
- 16 cr.

**TOTAL CREDITS 64**

\*Sufficient credits from career electives to meet 64 credit requirements. Courses with THTR prefix may also be taken. Students should consult closely with advisor regarding transfer options and appropriate career electives.

### Career Electives:

- 3 cr. CPH 181: Basic Digital Photography
- 3 cr. BUSN 270: Principles of Advertising
- 3 cr. COCG 162: Design Fundamentals
- 3 cr. COCG 163: Photoshop
- 3 cr. COMM 278: Mass Media & the Public Mind
- 3 cr. COMM 272: Public Relations & Publicity
- 3 cr. CPH 207: Digital Journalism & Photo Editing
- 3 cr. FILM 200: Understanding Film
- 3 cr. COMM 192: Voice & Diction

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## VISUAL COMMUNICATIONS TECHNOLOGY

### Associate in Applied Science

#### DIGITAL PHOTOGRAPHY OPTION

The digital photography option will prepare students for employment in fields such as advertising, photojournalism, and the ever-expanding field of visual communications. The corollary purpose is to update the skills of those currently working in some phase of the professional photography or visual communications industry.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. CPH 181: Basic Digital Photography
- 3 cr. ARTS 183: Basic Drawing
- 3 cr. ARTS 184: Two-Dimensional Design
- 2 cr. COCG 160: Introduction to Macintosh/Painter
- 3 cr. Social Science Gen. Ed. Requirement
- 17 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. CPH 188: Intermediate Digital Photography
- 2 cr. COCG 161: Painter/Paintbox Applications
- 3 cr. COCG 163: Photoshop
- 3 cr. Mathematics Gen. Ed. Requirement
- 3 cr. Elective
- 17 cr.

#### THIRD SEMESTER

- 3 cr. CPH 280: Advanced Digital Photography
- 3 cr. CPH 207: Digital Journalism & Picture Editing
- 3 cr. COMM 272: Public Relations & Publicity
- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. Humanities Gen. Ed. Requirement
- 16 cr.

#### FOURTH SEMESTER

- 3 cr. CPH 187: Experimental Digital Photography
- 3 cr. BUSN 270: Principles of Advertising\*
- 3 cr. Humanities Gen. Ed. Requirement
- 6 cr. Fine Arts Electives\*\*
- 15 cr.

**TOTAL CREDITS 65**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

\*Pre-requisite of BUSN 134 not required for students enrolled in this program.

\*\*Any course from subjects ARTS, DANC, MUSC, or THTR.

## VISUAL COMMUNICATIONS

### Certificate of Proficiency

- 3 cr. ENGL 151: English I
- 3 cr. ARTS 183: Basic Drawing
- 3 cr. ARTS 184: Two-Dimensional Design
- 2 cr. COCG 160: Introduction to Macintosh/Painter
- 2 cr. COCG 161: Painter/Paintbox Applications
- 3 cr. COCG 162: Design Fundamentals
- 3 cr. COCG 163: Photoshop
- 3 cr. COCG 164: Adobe Illustrator
- 3 cr. COCG 165: Graphic Portfolio
- 3 cr. CPH 181: Basic Digital Photography
- 3 cr. CPH 280: Advanced Digital Photography
- 3 cr. Social Science Gen. Ed. Requirement

34 cr.

TOTAL CREDITS 34

## COMPUTER GRAPHICS

### Certificate of Completion

The certificate program is intended for individuals who have already attained a diploma from a professional art school or have the equivalent background. Evidence of appropriate background will be required.

- 2 cr. COCG 160: Introduction to Macintosh/Painter
- 2 cr. COCG 161: Painter/Paintbox Applications
- 3 cr. COCG 162: Design Fundamentals
- 3 cr. COCG 163: Photoshop
- 3 cr. COCG 164: Adobe Illustrator
- 3 cr. COCG 165: Graphic Portfolio\*

16 cr.

TOTAL CREDITS 16

\*The student will have the option of either preparing a portfolio utilizing multiple applications or developing additional expertise in a given application.

## HEALTH & HUMAN PERFORMANCE

## EXERCISE SCIENCE

### Certificate of Proficiency

This Exercise Science Certificate Program is designed to prepare students for entry level positions in the ever-growing area of personal conditioning and wellness as determined by current science and technology. Students may apply credits earned in the certificate program toward an associate degree.

- 3 cr. ENGL 151: English I
- 4 cr. BIOL 119: Nature of Science & the Human Body or BIOL 161 or Biology I
- HEHP 110: Applied Modern Health or
- 3 cr. HEHP 225: Contemporary Health
- 3 cr. HEHP 160: First Aid/CPR/AED for the Workplace, Schools & the Community
- 3 cr. HEHP 188: Intro. to Nutrition
- 3 cr. HEHP 252: Nutrition for Fitness & Sport
- 3 cr. HEHP 238: Management & Rehabilitation of Athletic Injuries
- 3 cr. HEHP 239: Strength & Conditioning Physiology
- 3 cr. HEHP 240: Exercise Physiology
- 4 cr. Electives from HEHP Activity courses\*

32 cr.

TOTAL CREDITS 32

### \*HEHP Electives:

- HEHP 100: Aerobic Conditioning
- HEHP 101: Weight Training
- HEHP 102: Volleyball
- HEHP 109: Tennis
- HEHP 150: Swimming I
- HEHP 151: Swimming II
- HEHP 172: International Folk Dance I
- HEHP 173: International Folk Dance II
- HEHP 210: Karate I
- HEHP 211: Karate II

## EXERCISE SCIENCE/SPORTS MEDICINE

See Liberal Arts Concentrations - page 53

## NUTRITION

### Certificate of Proficiency

This certificate program is designed for individuals who are interested in learning more about basic nutrition. The focus is on wellness and disease prevention through proper nutrition and eating behaviors. It is highly recommended that students enrolling in this program have taken (a) high school biology and chemistry or (b) BIOL 114: Principles of Biological Science and high school chemistry.

- 3 cr. ENGL 151: English I
- 4 cr. BIOL 130: Human Anatomy & Physiology I
- 4 cr. BIOL 131: Human Anatomy & Physiology II
- 3 cr. MATH 156: Introduction to Statistics
- 3 cr. HEHP 225: Contemporary Health or HEHP 110 or Applied Modern Health
- 3 cr. HEHP 188: Introduction to Nutrition
- 3 cr. HEHP 239: Strength & Physiology Conditioning
- 3 cr. HEHP 240: Exercise Physiology
- 3 cr. HEHP 252: Nutrition for Fitness and Sport
- 3 cr. HEHP 266: Exercise & Health Counseling

32 cr.

TOTAL CREDITS 32

## PERSONAL TRAINING

### Certificate of Proficiency

The Personal Training certificate program prepares students for employment in the fitness industry. Students seeking employment will also become eligible to apply for National Council on Strength and Fitness Personal Training certification. Students may apply credits earned in the certificate program toward an associate degree.

- 3 cr. ENGL 151: English I
- 4 cr. BIOL 130: Anatomy & Physiology I
- HEHP 110: Applied Modern Health or
- 3 cr. HEHP 225: Contemporary Health
- 3 cr. PSYC 172: General Psychology
- 3 cr. HEHP 188: Introduction to Nutrition
- 3 cr. HEHP 252: Nutrition for Fitness & Sport
- 3 cr. HEHP 160: First Aid/CPR/AED for the Workplace, Schools & the Community
- 3 cr. HEHP 228: Care & Prevention of Athletic Injuries
- 3 cr. HEHP 239: Strength & Conditioning Physiology
- 3 cr. HEHP 266: Principles of Exercise Prescription
- 3 cr. HEHP 267: Sports Management

31 cr.

TOTAL CREDITS 31

## PHYSICAL THERAPY AIDE

### Certificate of Proficiency

The Physical Therapy Aide certificate program prepares students for employment in the field of physical therapy. Employment settings may include private physical therapy facilities, hospital based facilities, occupational therapy and recreational therapy centers. Students may apply credits earned in the certificate program toward an associate degree.

- 3 cr. ENGL 151: English I
- 4 cr. BIOL 130: Anatomy & Physiology I  
HEHP 110: Applied Modern Health or  
HEHP 225: Contemporary Health
- 3 cr. AHMT 110: Medical Terminology
- 3 cr. HEHP 228: Care & Prevention of Athletic Injuries
- 3 cr. HEHP 238: Management & Rehabilitation  
of Athletic Injuries
- 3 cr. HEHP 160: First Aid/CPR/AED for the  
Workplace, School & the Community
- 3 cr. HEHP 239: Strength & Conditioning Physiology
- 3 cr. HEHP 265: Kinesiology
- 3 cr. HEHP 290: Internship I

31 cr.

TOTAL CREDITS 31

## SPORTS MANAGEMENT

### Certificate of Proficiency

The Sports Management certificate program is designed to provide students with the comprehensive skills needed for entry level employment. Employment settings may include sport camps, golf courses, YMCA, and minor league sports stadiums. Students may apply credits earned in the certificate program toward an associate degree.

- 3 cr. ENGL 151: English I
- 3 cr. MATH 156: Introduction to Statistics  
HEHP 110: Applied Modern Health or  
HEHP 225: Contemporary Health
- 3 cr. BUSN 131: Introduction to Business Administration
- 3 cr. BUSN 134: Principals of Marketing
- 3 cr. CSIT 123: Integrated Office Software
- 3 cr. PSYC 172: General Psychology
- 3 cr. HEHP 238: Management & Rehabilitation  
of Athletic Injuries
- 3 cr. HEHP 239: Strength & Condition Physiology
- 3 cr. HEHP 267: Sports Management
- 3 cr. HEHP 290: Internship I

33 cr.

TOTAL CREDITS 33

## HEALTH SCIENCES

See Liberal Arts - page 53

## HISTORY

See Liberal Arts - page 53

## HOMELAND SECURITY

See Law & Public Safety - page 53

## HUMANITIES

See General Studies - page 49

## LAW & PUBLIC SAFETY

### CRIMINAL JUSTICE

#### Associate in Science

Students interested in criminal justice as a career will elect this two-year collegiate program. It is designed for those students planning to transfer to a four-year program in criminal justice. The program suggested below is intended to develop professional criminal justice skills and knowledge along with a basic academic background. Students pursuing this program on a part-time basis should consult an academic advisor for an appropriate sequence.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. CRIM 152: Introduction to Law Enforcement
- 3 cr. CRIM 150: The Criminal Justice System
- 3 cr. POLI 161: American Federal Government or  
POLI 162: State & Local Government
- 3 cr. Mathematics Gen. Ed. Req. (MATH 156 preferred)

15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. CRIM 151: Police Organization & Administration
- 3 cr. CRIM 155: Introduction to Corrections
- 3 cr. SOCI 181: Introduction to Sociology
- 3 cr. CRIM 255: Criminal Law & Procedure

3 cr. Elective

18 cr.

#### THIRD SEMESTER

- 3 cr. SOCI 231: Social Problems or SOCI 238: Race & Ethnicity
- 4 cr. SCIE 105: Forensic Science
- 3 cr. CRIM 254: Constitutional Law & Rules of Evidence
- 3 cr. CRIM 236: Criminology
- 3 cr. Technology Gen. Ed. Requirement\*

16 cr.

#### FOURTH SEMESTER

- 3 cr. COMM 154: Fundamentals of Public Speaking
- 3 cr. PSYC 172: General Psychology
- 4 cr. CRIM 280: Criminal Investigation
- 3 cr. POLI 185: Public Administration
- 3 cr. Humanities Gen. Ed. Requirement

16 cr.

TOTAL CREDITS 65

\*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional math, science or technology course from the list of Approved General Education Courses.

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

### CRIMINAL JUSTICE

#### Certificate of Proficiency

The certificate program in criminal justice includes primarily courses specific to the field with a limited number of general education courses. It represents recognition of the achievement of the criminal justice curriculum for the professional who does not plan to enter a degree program, or it may be considered an important milestone for the in-service student working towards a degree.

- 3 cr. CRIM 150: The Criminal Justice System
- 3 cr. CRIM 151: Police Organization & Administration
- 3 cr. CRIM 152: Introduction to Law Enforcement



- 3 cr. CRIM 155: Introduction to Corrections
  - 3 cr. SOCI 181: Introduction to Sociology
  - 4 cr. SCIE 105: Forensic Science
  - 3 cr. CRIM 254: Constitutional Law & Rules of Evidence
  - 3 cr. CRIM 255: Criminal Law & Procedure
  - 3 cr. CRIM 236: Criminology
  - 3 cr. ENGL 151: English I
  - 3 cr. POLI 162: State & Local Government
- 34 cr.

**TOTAL CREDITS 34**

## FIRE SCIENCE

### Certificate of Proficiency

The Fire Science Certificate is designed to prepare students for a career in the fire service or to enhance the knowledge and skills of individuals already working or volunteering as fire fighters. The courses carry full college credit which can be applied toward the AS in Public Service degree program.

- 3 cr. FIRE 151: Principles of Fire Protection
  - 3 cr. FIRE 152: Fire Service Construction Principles
  - 3 cr. FIRE 153: Fire Department Organization & Management
  - 3 cr. FIRE 154: Fire Fighting Tactics & Strategy
  - 3 cr. FIRE 251: Fire Service Hydraulics
  - 3 cr. FIRE 254: Elements of Arson Investigation
  - 3 cr. FIRE 255: Fire Prevention & Inspection I
  - 3 cr. FIRE 256: Fire Prevention & Inspection II
  - 3 cr. ENGL 151: English I
  - 3-5 cr. MATH 165: College Algebra I or MATH 191: Precalculus I
- 30-32 cr.

**TOTAL CREDITS 30-32**

## HOMELAND SECURITY

### Associate in Science

The AS in Homeland Security provides students with a broad understanding of safety and security issues, including terrorism, natural and man-made disasters, and emergency management. The program focuses on prevention and protection, preparedness and response, information sharing and analysis, and research and technology.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
  - 3 cr. MATH 156: Introduction to Statistics
  - 3 cr. HLSC 170: Introduction to Homeland Security
  - 3 cr. HLSC 171: Fundamentals of Emergency Management
  - 3 cr. Social Science Gen. Ed. Requirement
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
  - 3 cr. HLSC 172: Domestic & International Terrorism
  - 3 cr. History Gen. Ed. Requirement
  - 3 cr. COMM 154: Fundamentals of Public Speaking
  - CSIT 110: Computer Literacy or
  - 3 cr. INFO 110: Library Research & Information Literacy
- 15 cr.

#### THIRD SEMESTER

- 3 cr. HLSC 173: Introduction to Security
  - 3 cr. HLSC 174: The Intelligence Function
  - 3 cr. HLSC 201: Organizational Integration & Management
  - 3 cr. Foreign Language
  - 3 cr. Elective
  - 3 cr. Any course from the list of Approved General Education Course
- 18 cr.

## FOURTH SEMESTER

- 3 cr. HLSC 210: Risk Management & Analysis
  - 3 cr. POLI 263: Introduction to International Relations
  - 4 cr. Lab Science Gen. Ed. Requirement
  - 3 cr. Foreign Language (continue language sequence)
  - 3 cr. Electives (to meet 64 cr. Requirement)
- 16 cr.

**TOTAL CREDITS 64**

## LIBERAL ARTS

### A.A. Degree Program

The Associate in Arts (A.A.) degree in Liberal Arts is designed for students planning to transfer to a four-year college or university. The degree program includes 45 credits of General Education courses plus elective courses for a minimum total of 64 credits. General Education courses must be selected from the official list of Approved General Education Courses. When selecting electives, students may take courses that interest them. The Liberal Arts degree can include no more than 6 credits of business courses.

## GENERAL EDUCATION CORE

### Requirements

#### COMMUNICATIONS **9 cr.**

- ENGL 151: English I
- ENGL 152: English II
- COMM 154: Introduction to Public Speaking

#### HISTORY **6 cr.**

Two (2) History courses selected from the list of Approved General Education Courses.

#### HUMANITIES **9 cr.**

Three (3) Humanities courses selected from the list of Approved General Education Courses.

#### DIVERSITY **3 cr.**

One (1) Diversity course selected from the list of Approved General Education Courses.  
(If this requirement has been satisfied by another Humanities or Social Science course in the Diversity Category, the student must take 3 additional credits from the List of General Education Courses.)

#### SOCIAL SCIENCE **6 cr.**

Two (2) Social Science courses selected from the list of Approved General Education Courses.

#### MATHEMATICS-SCIENCE-TECHNOLOGY **12 cr.**

Students must select one math course, one lab science course, and one technology course\* and complete the 12 cr. requirement with any additional math or science course from the list of Approved General Education Courses.

\*Students may attempt to "test out" of the technology requirement. If they succeed, they must take an additional course(s) in math or science from the list of Approved General Education Courses.

#### ELECTIVE COURSES **19 cr.** (TO TOTAL 64 OR MORE CR.)

**TOTAL CREDITS 64**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

## SPECIFIC AREAS OF INTEREST AVAILABLE TO AA IN LIBERAL ARTS STUDENTS

The Liberal Arts degree does not require an academic major. While attending OCC, students may begin to explore specific areas of interest that they may pursue at a four-year institution. Areas of interest include the following:

ECONOMICS  
EDUCATION  
ENGLISH  
EXERCISE SCIENCE/SPORTS MEDICINE/SPORTS MANAGEMENT  
FILM STUDIES  
FINE ARTS  
HEALTH & HUMAN PERFORMANCE  
HISTORY  
LANGUAGES  
MATHEMATICS  
MIDDLE EASTERN STUDIES  
MUSIC  
POLITICAL SCIENCE  
PSYCHOLOGY  
SOCIAL SCIENCE  
SOCIOLOGY  
SPEECH & THEATER  
WOMEN'S STUDIES

## MATHEMATICS

See Liberal Arts - page 53

## LANGUAGES

See Liberal Arts - page 53

## MUSIC

See Liberal Arts - page 53

## NURSING

### NURSING

#### Associate in Applied Science

Ocean County College's nursing program is a planned, two-year curriculum of classroom study and clinical experience that prepares graduates for employment in various health care settings such as hospitals, sub acute and long term care facilities and various other health care settings. Successful completion of the program leads to the Associate in Applied Science (A.A.S.) degree and eligibility to take the licensure examination for Registered Nurses in New Jersey. Employment availability is based on market conditions.

#### ACCREDITATION

The OCC nursing program has full accreditation from the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, Telephone number: 404-975-5000, [www.acenursing.org](http://www.acenursing.org) and by the New Jersey Board of Nursing.

#### ADMISSION TO THE NURSING PROGRAM

For acceptance into the Nursing Program a candidate must:

1. Possess a high school diploma or General Equivalency Diploma (GED),
2. Complete the general education requirements with a minimum grade of "C" and a cumulative college G.P.A. of 2.7 or better

OR

3. An applicant can be accepted into the Nursing Program without previous completion of the general education requirements. If the applicant has either of the following, schedule an appointment with the department:
  - a. a minimal SAT I score of 1100 or ACT score of 24
  - b. a Bachelor's degree from a regionally accredited college or university and successful completion of A&P I & II with a minimum of a "C" within the last ten years
4. Academic Skills (TEAS) composite percentage score as determined by the college,
5. Successful completion of a criminal background check

#### TRADITIONAL NURSING PROGRAM

The traditional Nursing Program currently features a combination of classroom study and clinical experiences that can be completed in two years. Students may apply for admission to the Fall or Spring class schedule which offer both day and evening courses. Clinical assignments are based upon providing maximal clinical experiences for the students to attain clinical competencies, therefore students are required to be available 7am to 11pm seven days per week. Students must be willing to travel to a number of clinical facilities throughout the state.

#### ON-SITE ONLINE (OSOL) PROGRAM

This unique Nursing Program allows individuals to complete the program by studying at home and attending clinical/colloquium with the faculty member 12-14 hours per day per week. The course content (didactic) is provided through web-assisted instruction. Applicants must have employment experience as a health care provider.

#### CAREER MOBILITY NURSING PROGRAM

Career mobility is an option for the qualified licensed practical nurse (LPN) who meet established criteria. Individuals will be assessed for eligibility.

## CRITERIA FOR ADMISSION

1. Admission requirements for the college must be met.
2. Admission requirements to the Nursing Program must be met.
3. LPN students must be graduates of State Board of Nursing approved practical nursing programs. A current and valid license to practice nursing and current LPN practice are required.
4. Successful completion of the ACE 1 Exam at 75% or higher as administered at OCC. This exam may be taken only once.
5. Completion of all prerequisite and corequisite courses is required.
6. Successful completion of the NURS 175 exam and practicum challenge for credits.

### Additional Requirements:

1. Completion of a health record to include:  
New or re-entry students will not be admitted to the program if the health record is not completed and on file in the Nursing Program office by the date stated in the acceptance letter. Current students are required to maintain their health records as outlined in the student handbook or they will not be admitted into class, clinical or lab and will jeopardize their current seat. These health requirements may change as a direct result of health care delivery system mandates. The cost of these health requirements is borne by the student. It is the student's responsibility to see that these records are complete and are in the Nursing Program office four weeks before the start of the semester.
2. Students must maintain a current CPR certification from the American Red Cross as a Professional Rescuer or the American Heart Association as a Health Care Provider.
3. Purchase of required uniforms, name pins and equipment in sufficient time to be properly attired when entering the clinical experience.
4. Students must provide independent transportation to and from the college and clinical experience. Agencies throughout the state are utilized.
5. Maintain a grade of "C" in all required courses.
6. A cumulative grade of 75% is necessary to pass each NURS course as determined by individual course requirements AND satisfactory clinical performance.
7. Ocean County College reserves the right to assess the nursing student for fitness for class/lab or clinical.
8. Students must complete clinical facility orientations, confidentiality forms, and computer orientations every semester as required for clinical placement.
9. The New Jersey Board of Nursing requires a criminal background check from graduates who are applying for a RN licensure. The candidate for admission to the OCC Nursing Program may consider the following questions prior to applying for admission to the program:
  - a. Have you ever been indicted or convicted of any crime?
  - b. Have you ever stolen or distributed any chemical substance?
  - c. Have you ever been treated for alcoholism?
  - d. Have you been an abuser or habitual user of a chemical substance?

If you can answer "yes" to any of the questions, it is strongly recommended that you contact the Board of Nursing prior to entering the nursing program.

OCC reserves the right to endorse a candidate for licensure. The privilege is awarded at the completion of the nursing program. When the candidate is recommended and the application has been approved, the student will be notified of eligibility to sit for the licensing examination by the New Jersey Board of Nursing.

## NURSING DEGREE REQUIREMENTS

Students must complete the following courses with a minimum grade of "C."

- ENGL 151 & ENGL 152: English I & II
- PSYC 172: General Psychology
- CHEM 180: Introductory Chemistry or CHEM 181: Gen. Chemistry I
- BIOL 130 & BIOL 131: Human Anatomy & Physiology I & II
- One Math course (except MATH 151) from the list of Approved General Education Courses (MATH 156 recommended)
- One Humanities course from the list of Approved General Education Courses

### PROGRAM SPECIFIC COURSES

- 9 cr. NURS 175: Nursing I
- 9 cr. NURS 176: Nursing II
- 3 cr. NURS 174: Nutrition
- 4 cr. BIOL 232\*: Microbiology
- 9 cr. NURS 273: Nursing III
- 10 cr. NURS 274: Nursing IV
- 2 cr. NURS 275: Contemporary Nursing

\*May be taken prior to entering the nursing program.

### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 4 cr. BIOL 130: Human Anatomy & Physiology I
- 4 cr. CHEM 180 or 181: Introductory Chemistry or General Chemistry I
- 9 cr. NURS 175: Nursing I
- 20 cr.

### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 4 cr. BIOL 131: Human Anatomy & Physiology II
- 9 cr. NURS 176: Nursing II
- 3 cr. NURS 174: Nutrition
- 19 cr.

### THIRD SEMESTER

- 3 cr. Math Gen. Ed. Requirement  
Any math course (except MATH 151) from the List of Approved General Education Courses (MATH 156 recommended)
- 4 cr. BIOL 232: Microbiology
- 9 cr. NURS 273: Nursing III
- 16 cr.

### FOURTH SEMESTER

- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. PSYC 172: General Psychology
- 10 cr. NURS 274: Nursing IV
- 2 cr. NURS 275: Contemporary Nursing
- 18 cr.

**TOTAL CREDITS 73**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses

## NUTRITION

See Health & Human Performance, page 51



# OCCUPATIONAL THERAPY ASSISTANT

## Associate in Science

An Associate in Science Degree in Occupational Therapy Assistant is offered in cooperation with the School of Health Related Professions at Rutgers University. A degree is awarded simultaneously by Ocean County College and Rutgers.

32 of the 35 General Education credits must be taken at Ocean County College; no transfer credits cannot be considered. All occupational therapy assistant courses are taken at Rutgers' Scotch Plains campus.

## ADMISSION REQUIREMENTS

Prospective students must apply to Ocean County College for admission to this program which has limited and competitive enrollment. To qualify for consideration for admission, a student must be matriculated at OCC, a resident of Ocean County, have a minimum 2.5 cumulative grade point average in the core requirements, have two letters of recommendation (from a faculty member and an Occupational Therapist or OT Assistant), have completed a required 40 hour observation in the field in two clinical settings under the supervision of a licensed Occupational Therapist or Occupational Therapy Assistant, submit an essay, and have a personal interview with the OTA admissions committee at Rutgers.

All applicants will be reviewed by a selection committee established at OCC to review all submitted materials and make recommendations to Rutgers.

## Program Objectives

Graduates of this program will be able to:

Upon completion of the Occupational Therapy Assistant Program the graduate will:

1. Become a COTA (Certified Occupational Therapy Assistant) by successfully passing the National Board for Certification in Occupational Therapy Assistant (NBCOT) exam within six months of graduation.
2. Demonstrate the roles and responsibilities of the OTA as defined by the American Occupational Therapy Association (AOTA), consistent with the licensure regulations for an OTA in New Jersey.
3. Communicate effectively in an understandable and professional manner with clients, families, colleagues, and the public.
4. Produce clear and understandable documentation according to the requirements of the facility, federal and state laws, regulatory and payer requirements, and AOTA documents.
5. Deliver occupational therapy services under the supervision of an occupational therapist (OT) in accordance with the AOTA Practice Framework.
  - Practice in a safe, ethical, and collaborative manner under the supervision of an occupational therapist in accordance with the regulations of the healthcare, educational, or community setting.
  - Provide occupational therapy services to persons, groups, and populations from diverse experiences and cultures in health care, educational and community settings.
  - Contribute to the evaluation process of the person, group, or population, by gathering information, implementing assigned assessments, and reporting results to the OT and treatment team.
  - Provide occupational therapy interventions under the guidance of an occupational therapist in accordance with evidence-based OT practice models, and that support the philosophy and values of the profession.
  - Encourage, advise, and coach persons, caregivers, groups, and populations affected by physical, psychosocial, cognitive, and developmental disorders or delays, and the aging process, to choose and practice occupations and skills that support adaptation to such life circumstances.

- Problem-solve to devise, in collaboration with the client, OT, and team, alternative contexts, environmental adaptations, and/or task modifications to support participation in valued occupations, routines, and roles.
  - Teach individuals, groups, and populations about the health promoting associations between meaningful occupation and healthy development, positive health outcomes, and well-being; and advocate for the provision of occupational therapy services.
  - Exhibit and commit to refining client centered practices including the therapeutic use of occupation, interpersonal, communication, and teaching-learning tactics that consider the interests, values, and needs of diverse individuals, caregivers, groups and populations.
6. Contribute to the delivery of high-quality, cost-effective and integrated care as a team member in health, education, and community settings.
    - Maintain, organize, and prioritize workload to meet the requirements of the practice setting.
    - Participate in ongoing quality improvement and implement changes as needed to ensure quality services are delivered and outcomes are measured.
  7. Participate as an occupational therapy professional in local, state, and national organizations.
    - Advocate for occupational therapy services and for the of those services
    - Comply with requirements for continued competence through formal and/or continuing education, and by actively seeking and participating in regular supervision.
    - Uphold the ethical standards, values, and attitudes of the occupational therapy profession.

## Requirements

General Education (OCC) - 35 credits as follows:

Code	Course	Credits
ENGL 151	English I	3
ENGL 152	English II	3
PSYC 172	General Psychology	3
*PSYC 278	Life Span Development	3
SOCI 181	Introduction to Sociology	3
*BIOL 130	Human Anatomy & Physiology I	4
*BIOL 131	Human Anatomy & Physiology II	4
MATH 156	Introduction to Statistics	3
PHIL 192	Contemporary Ethical Issues	3
Diversity Studies (choose any GDIV course)		3
Technology Requirement (choose any GTEC course)		3+

+This requirement can be met by passing the Computer Literacy Test, in which case no GTEC course is needed and the Gen. Ed. requirements are met with just 32 credits.

A grade of "C" or higher is required in all General Education courses.

\*These courses must be completed within the past five (5) years.

## Career Studies (Rutgers)

42 credits as follows:

(All Occupational Therapy Assistant courses are taken at Rutgers' Scotch Plains campus.)

Code	Course	Credits
ENGL 151	English I	3
OCTH 1010	Occupational Therapy Foundations for the OTA	3
OCTH 1019	Level I Fieldwork A: Integration & Practice Applications	1
OCTH 1020	Occupational Performance & Participation: Skills & Client Factors	3
OCTH 1029	Level I Fieldwork B: Integration & Practice Applications	1
OCTH 1031	Conditions Impacting Occupation, Participation & Health I: Adult/Older Adult	2
OCTH 1032	Conditions Impacting Occupation, Participation & Health II: Child/Adolescent	2

OCTH 1039	Level I Fieldwork C: Integration & Practice Applications	1
OCTH 1040	Occupational Performance & Participation: Therapeutic Applications	3
OCTH 1050	Principles & Practices I: Wellness & Mental Health	2
OCTH 1052	Principles & Practices II: Rehabilitation, Disability, Aging & Participation	3
OCTH 1053	Principles & Practices III: Children & Youth	2
OCTH 1071	Professional Seminar I	1
OCTH 2019	OTA Practice: Fieldwork II, Adult/Older Adult	5
OCTH 2029	OTA Practice: Fieldwork II, Child/Adolescent	5
OCTH 2072	Professional Seminar II	2
PSRT 1102	Communication Techniques	3
PSRT 1103	Group Dynamics	3

**CREDITS REQUIRED FOR DEGREE: 74-77**

### Occupational Therapy Assistant Program Sequence

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and pre-requisites. An individual's sequence at OCC may vary. See your counselor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. This degree will take longer than two years to complete. Some general education courses must be taken prior to starting clinical courses. See below:

**The following OCC courses are taken as prerequisites prior to admission at Rutgers:**

#### FIRST SEMESTER

Code	Course	Credits
MATH 156	Introduction to Statistics	3
PSYC 172	General Psychology	3
	Diversity Course (GDIV)	3
BIOL 130	Human Anatomy and Physiology I	4
	Technology Course (GTEC) or waiver through test	3
		16-19 cr.

#### SECOND SEMESTER

Code	Course	Credits
ENGL 152	English II	3
SOCI 181	Introduction to Sociology	3
PSYC 278	Lifespan Development	3
PHIL 192	Contemporary Ethical Issues	3
BIOL 131	Human Anatomy & Physiology II	4
		16 cr.

### Career studies courses taken at Rutgers (Full Time, Fall Entry):

#### FALL ONE

Code	Course	Credits
OCTH 1010	Occupational Therapy Foundations for the OTA	3
PSRT 1102	Communication Techniques	3
OCTH 1020	Occupational Performance & Participation: Skills & Client Factors	3
OCTH 1031	Conditions Impacting Occupation, Participation & Health I: Adult/Older Adult	2
OCTH 1019	Level I Fieldwork A: Integration & Practice Applications	1
		12 cr.

#### SPRING ONE

Code	Course	Credits
PSRT 1103	Group Dynamics	3
OCTH 1051	Principles & Practices I: Wellness & Mental Health	2
OCTH 1040	Occupational Performance & Participation: Therapeutic Applications	3
OCTH 1052	Principles & Practices II: Rehabilitation, Disability, Aging & Participation	3
OCTH 1029	Level I Fieldwork B: Integration & Practice Applications	1
		12cr.

#### SUMMER ONE

Code	Course	Credits
OCTH 1032	Conditions Impacting Occupation, Participation & Health II: Child/Adolescent	2
OCTH 1053	Principles & Practices III: Children & Youth	2
OCTH 1071	Professional Seminar I	1
OCTH 1039	Level I Fieldwork C: Integration & Practice	1
		6 cr.

#### FALL TWO

Code	Course	Credits
OCTH 2019	OTA Practices: Fieldwork II, Adult/Older Adult	5
OCTH 2029	OTA Practice: Fieldwork II, Child/Adolescent	5
OCTH 2072	Professional Seminar II	2
		12 cr.

## PARALEGAL STUDIES

See Business, page 39

## PSYCHOSOCIAL REHABILITATION

### Associate in Science

A joint Associate of Science Degree in Psychosocial Rehabilitation is offered in cooperation with the School of Health Related Professions (SHRP) at Rutgers University. A degree is awarded simultaneously by Ocean County College and Rutgers.

Psychiatric rehabilitation practitioners provide services and supports to people with severe mental illnesses and other disabilities, empowering them to manage their illnesses and live rewarding and productive lives in the community. Psychosocial rehabilitation practitioners assist people in obtaining the skills, support and resources they will need to achieve success and satisfaction in their social, vocational, educational and independent living environments. The overall goals of this field are promotion of recovery, community integration, and improved quality of life for people coping with psychiatric disabilities. There are ample career opportunities for PSR practitioners in a variety of rehabilitation programs and community mental health settings. The knowledge and skills of the PSR practitioner qualify him/her to provide supportive counseling, case management services, and vocational rehabilitation interventions. The practitioner is also prepared to facilitate skills training groups as well as psycho-education and support groups.

To meet the demand for qualified professionals in this area, Rutgers' School of Health Related Professions (SHRP) now offers a full psychiatric rehabilitation career ladder-from the associate's through the Ph.D. degree. This program will provide you with the basic skills and rehabilitation techniques to begin your career. As part of the program, you will complete two semesters of fieldwork at a community service agency.

Students will complete 34 pre-professional general education credits at Ocean County College, and 30 Psychosocial Rehabilitation credits through the Rutgers SHRP Scotch Plains or Stratford campus. This course of study can be completed on either a full or part-time basis.

## ADMISSION REQUIREMENTS

To apply for admission to the Psychosocial Rehabilitation program at Rutgers students must:

- Be a matriculated student at Ocean County College
- Be a current resident of Ocean County
- Show completion of all 34 general education credits required prior to the start of the professional course work. (Note: 32 of the 34 general education credits must be completed at OCC)
- Hold a High School Diploma or equivalent
- Submit all Official College Transcripts to Rutgers
- Submit New Jersey College Basic Skills Test Scores and show evidence of the completion of all basic skills courses
- Have a minimum GPA of 2.0 for college-level courses

### Program Objectives

- To train paraprofessionals and professionals to competently promote recovery and community integration for those with psychiatric disabilities.
- To facilitate improving the quality of life for people coping with psychiatric disabilities across a wide variety of social service and community agency settings
- To open career opportunities in the field for competently trained and qualified paraprofessionals.

### Degree Requirements

Pre-professional general education requirements 34 credits as follows:

Code	Course	Credits
ENGL 151	English I	3
ENGL 152	English II	3
	Humanities - Any GHUM course	3
PSYC 172	General Psychology	3
CSIT 110	Computer Literacy OR CSIT 123 Integrated Office Software OR	3
	INFO 110 Library Research & Information Literacy	
	Mathematics - MATH 156 (Intro to Statistics) or Higher	3
	Lab Science (BIOL 114 or BIOL 161 or BIOL 130 Recommended)	4
SOCI 181	Intro to Sociology	3
	Any General Education Course(s) from the approved General Education course list	6
	Elective	3
<b>TOTAL CREDITS 34</b>		

### Psychosocial Rehabilitation & Treatment Program at Rutgers.

Rutgers courses as follows:

Code	Course	Credits
PSRT 1101	Intro to Principles of Psychosocial Rehabilitation	3
PSRT 1102	Communication Techniques for Interviewing & Counseling	3
PSRT 1103	Intro to Group Dynamics & Process	3
PSRT 1204	Clinical Principles in Psychosocial Rehabilitation & Treatment	3
PSRT 1019	Clinical Practicum in Psychosocial Rehab I	6
PSRT 2121	Community Resource Management	3
PSRT 2019	Clinical Practicum in Psychosocial Rehab II	6
PSRT 2231	Emerging Topics in Psychosocial Rehabilitation & Treatment	3
<b>RUTGERS' TOTAL CREDITS 30</b>		

**TOTAL PROGRAM CREDITS 64**

## Psychosocial Rehabilitation Program Sequence

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and pre-requisites. An individual's sequence at OCC may vary. See your counselor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. This degree may take longer than two years to complete. All general education courses must be taken prior to starting clinical courses. See below.

**The following OCC courses are taken as prerequisites prior to admission at Rutgers:**

### FIRST SEMESTER

Code	Course	Credits
ENGL 151	English I	3
MATH 156	Introduction to Statistics or higher	3
PSYC 172	General Psychology	3
	Humanities Gen. Ed. Requirement	3
	Lab Science (BIOL 114, 161, or 130 recommended)	4
		16 cr.

### SECOND SEMESTER

Code	Course	Credits
ENGL 152	English II	3
SOCI 181	Introduction to Sociology	3
CSIT 110, 123 or INFO 110 Tech Requirement		3
	Gen. Ed. Elective(s)	6
	Elective	3
		18 cr.

### Career studies courses taken at Rutgers

Psychosocial Rehabilitation and Treatment Program at Rutgers

Code	Course	Credits
PSRT 1101	Intro. to Principles of Psychosocial Rehabilitation	3
PSRT 1102	Communication Techniques for Interviewing & Counseling	3
PSRT 1103	Intro. to Group Dynamics & Process	3
PSRT 1204	Clinical Principles in Psychosocial Rehabilitation & Treatment	3
PSRT 1019	Clinical Practicum in Psychosocial Rehabilitation I	6
PSRT 2121	Community Resource Management	3
PSRT 2019	Clinical Practicum in Psychosocial Rehabilitation II	6
PSRT 2231	Emerging Topics in Psychosocial Rehabilitation & Treatment	3
		30 cr.

**64 CREDITS TOTAL**

## PUBLIC SERVICE

### Associate in Science

The Associate in Science (A.S.) degree program allows students to successfully complete a program of study in one of several areas of public service. Program graduates may transfer to a four year school and/or directly enter the workforce.

### FIRST SEMESTER

3 cr.	ENGL 151: English I
3 cr.	Math Gen. Ed. Requirement
3 cr.	COMM 154: Fundamentals of Public Speaking
3 cr.	PSYC 172: General Psychology
3 cr.	Public Service Elective
15 cr.	



## SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Public Service Elective
- 3 cr. Public Service Elective
- 3 cr. Public Service Elective
- 3 cr. Any course from the list of  
Approved General Education Courses
- 18 cr.

## THIRD SEMESTER

- 4 cr. Lab Science Gen. Ed. Requirement
- 3 cr. Public Service Elective
- 3 cr. Public Service Elective
- 3 cr. Public Service Elective
- 3 cr. Elective
- 16 cr.

## FOURTH SEMESTER

- 3 cr. CSIT 110: Computer Literacy
- 3 cr. INTR 290: Internship or Public Service Elective
- 3 cr. Public Service Elective
- 3 cr. Public Service Elective
- 3 cr. Social Science Gen. Ed. Requirement
- 15 cr.

**TOTAL CREDITS 64**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses

### Public Service Electives

Students may choose electives from the extensive range of courses below (without being restricted to one category) based on personal interest and/or transfer needs.

#### ADDICTIONS COUNSELING

- ALDC 101: Addictions Counseling I
- ALDC 102: Addictions Counseling II
- ALDC 103: Addictions Counseling III
- ALDC 104: Addictions Counseling IV

#### CHILD CARE

- ARTS 174: Creative Arts for Children
- EDUC 175: Introduction to Teaching
- EDUC 176: Foundations of American Education
- EDUC 177: School & Community
- EDUC 241: Children's Literature
- EDUC 245: Language Arts in School Curriculum
- PSYC 173: Child Psychology

#### DEVELOPMENTAL DISABILITY ASSISTANT

- EDUC 178: Introduction to Education of Exceptional Children
- EDUC 279: Curriculum Development in  
Early Childhood Education
- PSYC 174: Personality Theory
- PSYC 274: Social Psychology
- PSYC 275: Educational Psychology

#### FIRE SCIENCE

- FIRE 151: Principles of Fire Protection
- FIRE 152: Fire Service Construction Principles
- FIRE 153: Fire Department Organization & Management
- FIRE 154: Fire Fighting Tactics & Strategy
- FIRE 155: Hazardous Materials Incident Analysis
- FIRE 251: Fire Service Hydraulics
- FIRE 254: Elements of Arson Investigation
- FIRE 255: Fire Prevention & Inspection I
- FIRE 256: Fire Prevention & Inspection II
- FIRE 257: Administration for Fire Officials

## HOMELAND SECURITY

- HLSC 170: Introduction to Homeland Security
- HLSC 171: Fundamentals of Emergency Management
- HLSC 172: Domestic & International Terrorism
- HLSC 173: Introduction to Security
- HLSC 174: Introduction to the Intelligence Function
- HLSC 200: Risk Management & Analysis
- HLSC 201: Organizational Integration and Management

## HUMAN SERVICES

- HSRV 100: Introduction to Developmental Disabilities
- HSRV 191: Human Services as a Social Institution
- HSRV 194: Interviewing & Communication Techniques
- HSRV 200: Gerontology: The Study of Aging
- HSRV 291: Principles of Social Work
- PSYC 274: Social Psychology
- PSYC 276: Adult Psychology
- SOCI 181: Introduction to Sociology
- SOCI 182: Death & Dying
- SOCI 231: Social Problems

## MUNICIPAL ADMINISTRATION

- CVET 123: Surveying I
- CVET 124: Surveying II
- ENGR 191: AutoCAD 2-D Graphics I
- ENGR 192: AutoCAD 2-D Graphics II
- POLI 185: Principles of Public Administration

## PUBLIC ADMINISTRATION/GOVERNMENT

- POLI 183: Introduction to Political Science
- POLI 185: Principles of Public Administration
- POLI 161: American Federal Government
- POLI 162: American State & Local Government
- POLI 263: Introduction to International Relations
- POLI 268: Women & American Politics

## ADDICTIONS COUNSELING

### Certificate of Completion

This program of study is the mandatory core of alcohol and drug counseling courses designed to prepare the student for becoming credentialed in New Jersey as a Certified Alcohol and Drug Counselor. These specialized courses are approved by the State of New Jersey Board of Marriage and Family Therapy Examiner's Alcohol and Drug Counseling Committee and by the Addictions Professional Certification Board of New Jersey for the required 270 education hours.

- 3 cr. ENGL 151: English I
- 3 cr. PSYC 172: General Psychology or  
SOCI 181 Intro. to Sociology
- 3 cr. ALDC 101: Addictions Counseling I
- 3 cr. ALDC 102: Addictions Counseling II
- 6 cr. ALDC 103: Addictions Counseling III
- 6 cr. ALDC 104: Addictions Counseling IV

**TOTAL CREDITS 24**

## RESPIRATORY CARE

### Associate in Science

The AS in Respiratory Care (like the AAS in Respiratory Therapy) is a cooperative program offered through Ocean County College in conjunction with the Rutgers University School of Health Related Professions (Rutgers-SHRP). The pre-clinical phase of the curriculum will be conducted at Ocean County College, while clinical course work will be completed at Rutgers in Newark, NJ. The earned degree is awarded simultaneously by Ocean County College and Rutgers.

Program graduates will be eligible for the National Board for Respiratory Care (NBRC) entry-level examinations for the Respiratory Therapy practitioners, and the subsequent therapist level component of the NBRC credentialing process.

This program is distinct from the AAS in Respiratory Therapy. The two degrees are not transferrable to each other.

### Respiratory Care - AS - Respiratory North - Rutgers Newark Campus

Admission to this program is competitive, and candidates are selected by each participating college from those meeting the minimum standards below. Students must inform Ocean County College of their intention to apply for the program before December 31st each year; all documentation must be submitted to Rutgers by February 15th of each year for Fall admission.

### Admissions Requirements

Applicants to the Respiratory Care Program-North must:

- Be a resident of Ocean County.
- Hold a high school diploma or GED certificate (transcript submission required) and meet all admission requirements of the participating community college to which they apply
- Have completed high school courses in algebra, biology, and chemistry or equivalent college coursework
- Demonstrate the following sciences courses were taken within five years prior to admission in the program: Anatomy and Physiology I and II, Microbiology and Chemistry. Courses older than five years may not be accepted.
- Complete certification in Basic Life Support for Healthcare Providers before starting their respiratory care.
- Complete at least \*37 credits of general education and science course work while maintaining a "C" grade or better in all pre-requisites and a GPA of at least a 2.75.

### Program Goals

Graduates of this program should be:

- Prepared to become therapists in the field of respiratory care.
- Able to apply scientific knowledge to practical problems of respiratory care
- Able to become qualified professionals who will assume primary responsibility for all respiratory care modalities, including supervision of respiratory therapy technicians.
- Prepared to work in a variety of clinical settings and specialty areas such as, such as pediatrics and neonatal, management and education.
- Qualified to provide care in patients' homes, rehabilitation centers, nursing homes and other health care facilities.

### Degree Requirements

Pre-professional general education requirements, \*37 credits as follows:

Code	Course	Credits
BIOL 130	Anatomy & Physiology I	4
BIOL 131	Anatomy & Physiology II	4
ENGL 151	English I	3
ENGL 152	English II	3
MATH 156	Introduction to Statistics	3
CHEM 180	Introduction to Chemistry	4
PSYC 172	General Psychology	3
BIOL 232	Microbiology	4
GHUM	Humanities Gen Ed (GHUM)	3
GHUM or GSOC	Humanities or Social Science Gen Ed (GHUM or GSOC)	3
GTEC	Technology Gen Ed Course (GTEC)	3

**TOTAL GENERAL EDUCATION PRE-REQUISITE CREDITS: 37**

\*Note: 32 of the 37 credits must be completed at OCC

### Respiratory Care at Rutgers

Code	Course	Credits
RSTN2000	Core Concepts of Respiratory Care	2
RSTN2100	Fundamentals of Respiratory Care	4
RSTN2231	Applied Cardiopulmonary Pathophysiology I	3
RSTN2220	Cardiopulmonary Pharmacology	3
RSTN2189	Clinical Practice I	1
RSTN2250	Principles Ventilatory Support	5
RSTN2232	Applied Cardiopulmonary Pathophysiology II	2
RSTN2255	Pediatric & Neonatal Respiratory Care	3
RSTN2230	Cardiopulmonary Evaluation	3
RSTN2289	Clinical Practice II	2
RSTN2340	Patient Management in Critical Care	3
RSTN2370	Long-Term, Home & Rehabilitative Care	3
RSTN2389	Clinical Practice III	3

**RUTGERS TOTAL 37**

### TOTAL PROGRAM CREDITS 74

### Respiratory Care Program Sequence

The following sequence is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skills requirements and pre-requisites. An individual's sequence at OCC may vary. See your advisor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. The degree may take longer than two years to complete. All general education courses must be taken prior to starting the clinical sequence. See below.

**The following OCC courses are taken as pre-requisites prior to admission at Rutgers:**

### FIRST SEMESTER

Code	Course	Credits
ENGL 151	English I	3
MATH 156	Introduction to Statistics	3
PSYC 172	General Psychology	3
BIOL 130	Anatomy & Physiology I	4
	Humanities Gen. Ed. Requirement	3

**SEMESTER CREDITS 16**

## SECOND SEMESTER

Code	Course	Credits
ENGL 152	English II	3
	Social Science or Humanities Gen. Ed. Requirement	3
	Technology Gen. Ed. Requirement	3
BIOL 131	Anatomy & Physiology II	4
		<b>SEMESTER CREDITS 13</b>

## THIRD SEMESTER

Code	Course	Credits
CHEM 180	Introduction to Chemistry	4
BIOL 232	Microbiology	4
		<b>SEMESTER CREDITS 37</b>

## Rutgers SHRP Courses - Full Time Study

### FALL SEMESTER

Code	Course	Credits
RSTN2000	Core Concepts of Respiratory Care	2
RSTN2100	Fundamentals of Respiratory Care	4
RSTN2231	Applied Cardiopulmonary Pathophysiology I	3
RSTN2220	Cardiopulmonary Pharmacology	3
RSTN2189	Clinical Practice I	1
		<b>SEMESTER CREDITS 13</b>

### SPRING SEMESTER

Code	Course	Credits
RSTN2250	Principles Ventilatory Support	5
RSTN2232	Applied Cardiopulmonary Pathophysiology II	2
RSTN2255	Pediatric and /Neonatal Respiratory Care	3
RSTN2230	Cardiopulmonary Evaluation	3
RSTN2289	Clinical Practice II	2
		<b>SEMESTER CREDITS 15</b>

### SUMMER SEMESTER

Code	Course	Credits
RSTN2340	Patient Management in Critical Care	3
RSTN2370	Long-Term, Home and Rehabilitative Care	3
RSTN2389	Clinical Practice III	3
		<b>SEMESTER CREDITS 9</b>
		<b>RUTGERS TOTAL 37</b>

**TOTAL PROGRAM CREDITS 74**

## RESPIRATORY THERAPY

### Associate in Applied Science

The AAS in Respiratory Therapy (like the AS in Respiratory Care) is a cooperative program offered through Ocean County College in conjunction with the Rutgers University School of Health Related Professions (Rutgers-SHRP). The pre-clinical phase of the curriculum will be conducted at Ocean County College, while clinical course work will be completed at Rutgers in Stratford, NJ. The earned degree is awarded simultaneously by Ocean County College and Rutgers.

Program graduates will be eligible for the National Board for Respiratory Care (NBRC) entry-level examinations for the Respiratory Therapy practitioners, and the subsequent therapist level component of the NBRC credentialing process.

This program is distinct from the AS in Respiratory Care. The two degrees are not transferable to each other.

## Respiratory Therapy

### AAS - Respiratory South - Rutgers at Stratford

Ocean County College is allotted a maximum of three student spaces annually in the AAS program, so student selection is based on the GPA of the required first year (pre-clinical) courses. The number of seats is dependent on available clinical placements. Additionally, some courses in this program are web-enhanced so participating students are required to have access to the internet.

### Admissions Requirements

Acceptance to the Respiratory Therapy course sequence is competitive and requires a special application for admission. To be considered for admission, all Ocean County College first year courses must be completed by the end of June for fall admission. (All classes must be completed and appear on an Ocean County College transcript for an application to Rutgers to be considered.) A minimum of a 2.75 GPA is required for admission.

To apply for the AAS in Respiratory Therapy students must:

- Be a resident of Ocean County
- Hold a High School Diploma or G.E.D. (transcript submission required).
- Demonstrate completion of all remedial work as determined by the Accuplacer Test.
- Demonstrate completion of High School level algebra and biology (with a grade of C or better) or equivalent college coursework.
- Completion of Anatomy and Physiology I and II, Microbiology and Chemistry with a minimum grade of "B" is required before application will be processed.
- GPAs calculated based on ALL pre-professional course work completed. Multiple attempts at classes will be counted into the overall GPA which must be a minimum of 2.75 or higher prior to the start of the professional phase.
- Completed all required general education course work with a grade of "C" or above in the following courses, unless otherwise noted:

Code	Course	Credits
ENGL 151	English I	3 credits
ENGL 152	English II	3 credits
PSYC 172	General Psychology	3 credits
PHIL 192	Contemporary Ethical Issues	3 credits
MATH 156	Introduction to Statistics	3 credits
<sup>1</sup> BIOL 130	Anatomy & Physiology I	4 credits
<sup>1</sup> BIOL 131	Anatomy & Physiology II	4 credits
<sup>1</sup> BIOL 232	Microbiology	4 credits
<sup>1</sup> CHEM 180	Introduction to Chemistry	4 credits
	Any elective	3 credits

**TOTAL CREDITS 34**

<sup>1</sup>Science courses must be completed with a "B" or higher.

### Program Objectives

Graduates of this program should be able to:

- Assess a patient's cardiopulmonary status;
- Perform case management of patients with cardiopulmonary and related diseases;
- Initiate and conduct prescribed pulmonary rehabilitation;
- Provide patient, family, and community respiratory health education;
- Participate in life-support activities.



## Degree Requirements

Pre-professional general education requirements 34 credits as follows:

Code	Course	Credits
ENGL 151	English I	3
ENGL 152	English II	3
PSYC 172	General Psychology	3
PHIL 192	Contemporary Ethical Issues	3
MATH 156	Introduction to Statistics	3
BIOL 130	Anatomy & Physiology I	4
BIOL 131	Anatomy & Physiology II	4
BIOL 232	Microbiology	4
CHEM 180	Introduction to Chemistry	4
	Any elective	3
<b>TOTAL CREDITS 34</b>		

Rutgers' courses as follows:

Code	Course	Credits
RSTS2100	Fundamentals of Respiratory Care	5
RSTS2199	Clinical Practice I	2
IDST 2250	Dynamics of Healthcare in Society	2
RSTS2120	Cardiopulmonary Pharmacology	2
RSTS2130	Cardiopulmonary Physiology	3
RSTS2250	Mechanical Ventilation	4
RSTS2299	Clinical Practice II	2
RSTS2260	Cardiopulmonary Evaluation	3
RSTS2270	Pediatric/Neonatal Respiratory Care	2
RSTS2280	Cardiopulmonary Disease	2
RSTS2370	Long Term, Home & Rehabilitative Care	3
RSTS2399	Clinical Practice III	3

**RUTGERS' TOTAL 33**

**TOTAL PROGRAM CREDITS 67**

## Respiratory Care Program Sequence

The following is an example of how this degree can be completed. This sequence is based on satisfaction of all Basic Skill requirements and pre-requisites. An individual's sequence may vary; please see your advisor for options and to monitor your progress. Students must satisfy specific requirements in order to be admitted to this program. This degree may take longer than two years to complete. All general education courses must be taken prior to starting clinical courses.

## OCC COURSES

Code	Course	Credits
ENGL 151	English I	3
MATH 156	Introduction to Statistics	3
PSYC 172	General Psychology	3
BIOL 130	Anatomy & Physiology I	4

**SEMESTER CREDITS 13**

## SEMESTER 2

Code	Course	Credits
ENGL 152	English II	3
PHIL 192	Contemporary Ethical Issues	3
BIOL 131	Anatomy & Physiology II	4
	Elective	3

**SEMESTER CREDITS 13**

## SEMESTER 3

Code	Course	Credits
CHEM 180	Introduction to Chemistry	4
BIOL 232	Microbiology	4

**SEMESTER CREDITS 8**

**TOTAL OCC CREDITS 34**

## RUTGERS COURSES

### FALL SEMESTER

Code	Course	Credits
ERSTS 2100	Fundamentals of Respiratory Care	5
RSTS 2199	Clinical Practice I	2
IDST 2250	Dynamics of Healthcare in Society	2
RSTS 2120	Cardiopulmonary Pharmacology	2
RSTS 2130	Cardiopulmonary Physiology	3

**SEMESTER TOTAL 14**

### SPRING SEMESTER

Code	Course	Credits
RSTS 2250	Mechanical Ventilation	4
RSTS 2299	Clinical Practice II	2
RSTS 2260	Cardiopulmonary Evaluation	3
RSTS 2270	Pediatric/Neonatal Respiratory Care	2
RSTS 2280	Cardiopulmonary Disease	2

**SEMESTER TOTAL 13**

### SUMMER SEMESTER

Code	Course	Credits
RSTS 2370	Long Term, Home & Rehabilitative Care	3
RSTS 2399	Clinical Practice III	3

**SEMESTER TOTAL 6**

**TOTAL RUTGERS' CREDITS 33**

**TOTAL PROGRAM CREDITS 67**

## TECHNICAL STUDIES

### Associate in Applied Science

#### COMPUTER TECHNOLOGY OPTION

The AAS in Technical Studies degree program is designed to provide students the opportunity to apply their work experience to earning an associate degree in applied science. Students can earn credit for their work experience while they prepare for career advancement. Up to 20 credits may be awarded for work experience, including military experience, trade/proprietary school preparation, apprenticeship programs, and on-the-job-training.

#### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. Math 156: Introduction to Statistics
- 3 cr. CSIT 110: Computer Literacy
- 6 cr. Computer Technology Option Electives
- 15 cr.

#### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 6 cr. Computer Technology Option Electives
- 15 cr.

### THIRD SEMESTER

- 3 cr. Social Science Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 9 cr. Computer Technology Option electives
- 16 cr.

### FOURTH SEMESTER

Professional Core Transfer Credits  
Awarded for Work Experience OR  
Computer Technology Option Electives

Up to 20 cr.

**TOTAL CREDITS 66**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses

#### COMPUTER TECHNOLOGY OPTION ELECTIVES

Students may select from the following list or equivalent courses per appropriate approval.

- CSIT 115: Introduction to Computer Game Development
- CSIT 123: Integrated Office Software
- CSIT 126: Inter Spreadsheet and Database
- CSIT 131: Multimedia for Web
- CSIT 133: Web Develop Fundamentals
- CSIT 160: Introduction to Visual Basic
- CSIT 165: Programming I
- CSIT 184: Networking Essentials
- ECON 151: Macroeconomics Principles
- ECON 152: Microeconomics Principles
- ECON 153: Contemporary Econ Issues

### Associate in Applied Science

#### INDUSTRIAL/TECHNICAL OPTION

The AAS in Technical Studies degree program is designed to provide students the opportunity to apply their work experience to earning an associate degree in applied science. Students can earn credit for their work experience while they prepare for career advancement. Up to 20 credits may be awarded for work experience, including military experience, trade/proprietary school preparation, apprenticeship programs, and on-the-job-training.

### FIRST SEMESTER

- 3 cr. ENGL 151: English I
- 3 cr. Math 151: Survey of Mathematics
- 3 cr. CSIT 110: Computer Literacy
- 6 cr. Industrial/Technical Option Electives
- 15 cr.

### SECOND SEMESTER

- 3 cr. ENGL 152: English II
- 3 cr. Humanities Gen. Ed. Requirement
- 3 cr. Social Science Gen. Ed. Requirement
- 6 cr. Industrial/Technical Option Electives
- 15 cr.

### THIRD SEMESTER

- 3 cr. Social Science Gen. Ed. Requirement
- 4 cr. Lab Science Gen. Ed. Requirement
- 9 cr. Industrial/Technical Option Electives
- 16 cr.

### FOURTH SEMESTER

Professional Core Transfer Credits Awarded for Work  
Experience OR Industrial/Technical Option Electives

Up to 20 cr.

**TOTAL CREDITS 66**

Note: cr. (credit) = semester credit hour

Courses satisfying general education requirements must be selected from the list of Approved General Education Courses.

#### INDUSTRIAL/TECHNICAL OPTION

Students may select courses from the following list or equivalent courses per appropriate approval.

- CHEM 180: Introductory Chemistry
- CSIT 115: Introduction to Computer Game Development
- CSIT 123: Integrated Office Software
- CSIT 160: Introduction to Visual Basic
- ECON 151: Macroeconomics Principles
- ECON 152: Microeconomics Principles
- ECON 153: Contemporary Economic Issues
- ENGR 181 Graphics for Engineers I
- ENGR 191: AutoCAD 2-D Basic I
- ENGR 192: AutoCAD 2-D Basic II
- ENGR 198: AutoDesk Inventor
- ENGR 221: Engineering Statics
- ENGR 222: Engineering Dynamics
- ENGR 225: Design of Material Structures
- PHYS 171: General Physics I
- PHYS 172: General Physics II

## VISUAL COMMUNICATIONS TECHNOLOGY

See Graphic Design, page 49

## ADDITIONAL AREAS OF STUDY

The following areas of study are available through the A.A. in Liberal Arts degree or A.S. in General Studies degree as noted below. Students are advised to check the degree requirements listed in catalogs of four-year transfer institutions and/or [www.njtransfer.org](http://www.njtransfer.org) and to select comparable OCC courses as electives in preparation for transfer. Additional information is available online under the appropriate academic department.

#### GENERAL STUDIES

- BUSINESS
- COMPUTER SCIENCE
- HEALTH & PHYSICAL EDUCATION
- HUMANITIES
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE

## LIBERAL ARTS

- MATHEMATICS
- PHOTOGRAPHY
- POLITICAL SCIENCE
- PSYCHOLOGY
- SOCIAL SCIENCE
- SOCIOLOGY
- SPEECH & THEATER

## BUSINESS EDUCATION & TRAINING

Business Education and Training provides comprehensive training and education programs designed to help businesses and organizations remain successful and competitive. The center's staff will identify performance gaps and develop customized training programs to meet your organization's needs. Training services are delivered by industry-experienced instructors either on-site or at an Ocean County College facility.

If you need to:

- Increase the quality of your products and services
- Maintain a competitive edge
- Enhance your customers' satisfaction
- Increase your productivity
- Upgrade job skills
- Promote employee development
- Master today's computers and technology

We have the resources to assist you.

To meet your objectives, we provide:

Customized programs - problem identification, needs assessment; quality instruction; flexible scheduling; cost-effective programs; convenient locations - our facility or yours; employee recognition - CEU certificates; affiliation with Ocean County College.

There is no obligation, call for a free Training Assessment at 732-255-0510.

## CONTINUING & PROFESSIONAL EDUCATION (CPE)

The courses offered by the Department of Continuing and Professional Education include topics for business/industry, and small business, management training, customized training, nursing and Allied Health, career and personal development, computer technologies, office skills training is provided, and professional development programs are offered.

Programs serve individuals enhancing current skills, pursuing professional development, preparing to enter new careers or returning to the workforce, and those interested in avocational pursuits.

Courses are held on the college campus or at off-campus locations; they are held in the early morning, during the day or evening, on weekdays or weekends.

Noncredit courses vary in length from 2 to 396 hours and are generally skill-oriented with minimal emphasis on theoretical concepts. While some noncredit courses are avocational in nature (career exploration, personal enrichment, recreation, music and art), many are vocational and award Continuing Education Units (CEUs) based on course attendance and other requirements. In addition, "contact hours" are provided to nurses through the NJSNA Nursing Credentialing Association.

All Continuing and Professional Education courses are designed to meet the lifelong learning and cultural needs of a dynamic community.

## SCHOOL RELATIONS

School Relations responds to the needs of Ocean County educators, school districts, and students by providing a wide range of programs for elementary, middle, and high school teachers. It offers high quality, cost-effective professional development workshops and conferences. School Relations also provides direction and training for those seeking public school employment through the Alternate Route to Teacher Certification program, Praxis Review, and Substitute Teacher and Nurse Institutes. In addition, several exciting programs are offered to students including the Children's Reading Institute, Tech Prep initiatives and contests, high school Jump Start programs, SAT Review, and Advanced Placement Summer Institutes. New initiatives include early testing of high school juniors on the Accuplacer so interventions take place prior to attending college called the Bridge Program. A new Arts High School release time program on the Ocean County College campus for artistically gifted and talented teens is available one day a week. Many of these courses are offered to students for college credit.

For further information, contact School Relations at 732-255-0477.

## ACADEMY FOR LIFELONG LEARNING

Individuals at least 55 years of age may activate a membership in the Academy for Lifelong Learning and receive all membership benefits. The Academy for Lifelong Learning one-time membership is free.

New to the Academy is the Ocean County College Academy Rewards Program which provides a wide array of membership benefits including discounts, special offers, and incentives for local, regional and national businesses. Visit us online at [www.ocean.edu](http://www.ocean.edu) to see the latest trips, programs, Academy Rewards Program partners and member benefits. Members also receive OCC pool privileges during "open swim" sessions.

Terms and conditions of the Academy Membership are subject to change at the sole discretion of Ocean County College. For additional information, call the Academy for Lifelong learning at 732-255-0469.

## INTERNATIONAL & DOMESTIC TRAVEL

These short term programs are usually offered during semester breaks. Recent short term studies abroad experiences have included Theatre in London (England) and The World of the Maya (Central America/Mexico). Some of our travel abroad programs can earn students up to three credits. The college can also assist students in locating longer overseas semester programs offered by other institutions.

For information on international travel opportunities offered by Ocean County College, please call the Department of Academic Affairs at 732-255-0317.



# COURSE DESCRIPTIONS



## IDENTIFICATION CODE

All Ocean County College course descriptions begin with an identification code consisting of letters and numbers. The letters stand for the discipline area of the course, while the three numbers designate the level of the course as follows:

001 to 099 – Service/developmental courses – given at a precollege improvement level, do not carry degree credit.

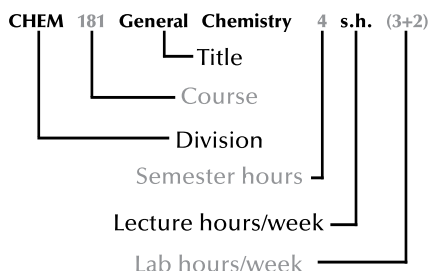
100 to 199 – First-year-level courses for associate and/or transfer program.

200 to 299 – Second-year-level courses for associate and/or transfer program.

900 to 999 – Service courses – given in adult education and community service programs. Not for degree credit.

After the identification code, the course title is given, followed by the number of semester hours the course carries. Next, in parentheses, are the number of class hours and laboratory hours per week for each course. Certain courses offered but not for college credit carry the designation n.c.

## EXAMPLE



A first year science course in which student earns 4 semester hour credits. Meets 3 lecture hours and 2 lab hours per week. If no notation, meets 3 lecture hours per week.

## PREREQUISITES

Prerequisite study must be successfully completed before the student enters certain courses. It is the student's responsibility to ensure that he/she has successfully completed the prerequisite course(s) prior to studying on the higher level. Failure to complete prerequisites successfully will necessitate rescheduling. Course descriptions contain the necessary information.

## COREQUISITES

A course corequisite, if not required to be taken simultaneously, may be taken either before or during the semester in which the course is taken. If a student has completed a higher-level course than the corequisite, the requirement has been met.

## ACADEMIC SKILLS

### ACAD 155

#### Student Success

**3 cr.**

This course will assist students to build a solid foundation for a successful college experience through development of critical thinking, goal-setting, information literacy, interpersonal communication, time management, effective reading, note-taking, test-taking, communication in an academic environment, and resource acquisition, and memory enhancement skills. The course will help students become engaged in the college experience as intentional learners who are empowered, informed and responsible. Code 1 course fee.

## ACCOUNTING

### ACCT 121 Fundamentals of Accounting

**3 cr.**

This course is an introduction to the concepts of accounting principles and methods. Specific content includes a thorough explanation of the accounting cycle and how it pertains to service and merchandising business. Special subject areas include reconciliation statements, notes, and interest; adjusting and closing entries; and a variety of financial statements. This course is intended to prepare students for entry into the work force and may not transfer to a four year business degree. Code 1 course fee.

### ACCT 161 Principles of Accounting I

**3 cr.**

This course starts with the accounting cycle of a service operation. It continues with topics concerning merchandising operations, inventory, cash, property, plant, equipment and intangible asset acquisition, allocation, and disposal. CSIT 123 recommended as a corequisite. Code 1 course fee.

### ACCT 162 Principles of Accounting II

**3 cr.**

Continuation of ACCT 161. The formation, operation, and dissolution of partnerships. Accounting for stock transactions and dividends of corporations, long-term liabilities and investments, statement of cash flows, analysis of financial statements, and cost-volume-profit analysis. Prerequisite(s): ACCT 161. Code 1 course fee.

### ACCT 261 Intermediate Accounting I

**3 cr.**

This course covers, in depth, the topics introduced in ACCT 161 and includes the theoretical basis for these accounting principles as regulated by the accounting industry. Prerequisite(s): ACCT 162. Code 1 course fee.

### ACCT 262 Intermediate Accounting II

**3 cr.**

A continuation of ACCT 261. The topics covered in this course include current and long-term liabilities, stock transactions, earnings per share, revenue recognition, income taxes, pensions, leases and statement of cash flows. Prerequisite(s): ACCT 261. Code 1 course fee.

### ACCT 266 Federal Income Tax Accounting

**3 cr.**

A study of federal income tax law as it applies to the individual. Recognition of items of income and deductions including capital gains, losses and tax allowances. Prerequisite(s): ACCT 162.

## ALCOHOL & DRUG COUNSELING

### ALDC 101

#### Addictions Counseling I

**3 cr.**

This course introduces the fundamentals of addictions counseling and emphasizes the role of collaboration in seeking and using community and medical resources. Students may enroll in ALDC courses to satisfy electives for the AS in Public Service and other OCC degree programs. Individuals already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Counselors (CADC's) working under the supervision of agency directors or Licensed Clinical Alcohol and Drug Counselors (LCADCs).

### ALDC 102 Addictions Counseling II

**3 cr.**

This course emphasizes standards for insuring thorough documentation; ethical aspects of addictions counseling; the counselor's need for cultural competence, personal growth, and professional growth; counselor/client expectations based on goals, objectives, rules, and obligations; and the use of laboratory tests/results for determining a course of treatment. Students may enroll in ALDC courses to satisfy electives for the AS in Public Service and other OCC degree programs. Individuals already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Counselors (CADCs) working under the supervision of agency directors or Licensed Clinical Alcohol and Drug Counselors (LCADCs).

**ALDC 103 Addictions Counseling III****6 cr.**

This course examines the assessment aspect of addictions counseling and focuses on diagnostic summaries, initial interviewing skills, bio-psychosocial assessments, gambling addictions, dimensions of recovery, supervision and consultation, and the importance of community involvement. Students may enroll in ALDC courses to satisfy electives for the AS in Public Service and other OCC degree programs. Individuals already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Counselors (CADCs) working under the supervision of agency directors or Licensed Clinical Alcohol and Drug Counselors (LCADCs).

**ALDC 104 Addictions Counseling IV****6 cr.**

This course promotes competence in addictions counseling by focusing on the following topics: individual, group, and family counseling; client education; treatment of the addicted person; familial aspects of counseling; techniques of crisis intervention, and ways to provide community and professional education. Students may enroll in ALDC courses to satisfy electives for the AS in Public Service and other OCC degree programs. Individuals already employed in fields related to Addictions Counseling and baccalaureate degree holders may enroll in these courses to become Certified Alcohol and Drug Counselors (CADCs) working under the supervision of agency directors or Licensed Clinical Alcohol and Drug Counselors (LCADCs).

**ALLIED HEALTH****AHMT 110 Medical Terminology****3 cr.**

This course will serve as a basis for students in understanding the specialized language used in fields related to medicine and healthcare technologies. Content will range from the origin and breakdown of words to a correlation of word elements with basic anatomy, physiology and disease processes of the human. A systems approach will be used to focus learning and provide the student with an organizing framework for analysis and application.

**AHMT 210 Advanced Medical Terminology****3 cr.**

This course will serve as a continuation for students who have been successful in completing a basic medical terminology course and have mastered concepts in understanding the language of medicine. It will build upon previously learned techniques, analysis of terms, and expand into specialty areas related to the health technologies. Content will be organized around a systems approach with correlation of terms to the basic anatomy, physiology and disease processes that occur in humans. Prerequisite(s): AHMT 110.

**AMERICAN SIGN LANGUAGE****ASLN 100 Basic American Sign Language I****3 cr.**

This course introduces students to the language of the deaf community. Students will examine foundational aspects of American Sign Language. Information regarding deaf culture will be introduced in addition to fingerspelling and various numbering systems in American Sign Language. Receptive and expressive skill development application is reinforced through interactive activities within the classroom setting. This course requires students to complete 5 contact hours with the deaf community. Code 2 course fee.

**ASLN 102 Basic American Sign Language II****4 cr.**

This course introduces students to complex everyday language functions of American Sign Language. These functions will help students establish and maintain interpersonal relationships within the deaf community and the classroom environment. Various skills based activities will allow students to further increase competency in American Sign Language in order to express and understand signed conversations. This course requires students to complete 5 contact hours with the deaf community. Prerequisite(s): ASLN 100. Code 3 course fee.

**ASLN 104 Fingerspelling in American Sign Language****3 cr.**

This course is designed to advance students on the skill development of hand configuration, basic word patterns, rhythm, comprehension of finger spelled words, phrases, and numbers. Students will identify various linguistic structures of ASL including the parameters (i.e. hand shape, location, movement) of signs. Additionally, students will use various linguistic structures of ASL including the parameters (i.e. hand shape, location, movement) of signs. Corequisite(s): ASLN 105 & ASLN 110

**ASLN 105 Deaf Culture & History****3 cr.**

This course introduces the history and culture of the deaf. Discussion will include the values, norms, identities, traditions, and subcultures within the larger culture of the deaf community. Questions such as the nature of sign language, the education of deaf individuals, and historical treatment of deafness will be explored. Code 3 course fee.

**ASLN 110 Intermediate American Sign Language I****4 cr.**

This course engages students in the composite language functions of American Sign Language. Focus will be placed on higher level communication in order to help students broaden and deepen interpersonal relationships with the deaf community, and increase skill level using more sophisticated sign language skills. Skill development application will be reinforced through interactive activities in order to achieve a broader scope of understanding complex discourse. This course requires students to complete 15 contact hours with the deaf community. Code 3 course fee.

**ASLN 115 Grammar & Syntax****3 cr.**

This course examines the grammar and syntax of American Sign Language. Students will develop skill application through modeling signed stories as well as translating stories from English to grammatically and syntactically correct American Sign Language. Components of American Sign Language such as transcription symbols, sentence types, classifiers, non-manual behaviors, pronominalization, locatives, pluralization, subjects and objects, verbs, and temporal and distributional aspects will be explored. Prerequisite(s): ASLN 110. Code 3 course fee.

**ASLN 120 Interpreting Theory I****3 cr.**

This course examines the history of interpreting, interpreting in a variety of specialized settings, interpreting process, attitudes, and the role of the interpreter. Ideological components, principles, and practices of interpreting for the Deaf community will be examined. Students will learn about national certification, educational licensure and state screening. Students are required to accrue 10 mandatory field observation hours observing sign language interpreters with five or more years of experience. Prerequisite(s): ASLN 110. Code 3 course fee.



**ASLN 155 Intermediate American Sign Language II 4 cr.**

This course examines folklore and the art of storytelling in American Sign Language. Students will engage in literary analysis of stories and poetry presented in American Sign Language. Students will study cultural and linguistic aspects used in storytelling, folklore, and poetry in addition to presenting stories in American Sign Language. This course requires students to complete 15 contact hours with the deaf community. Prerequisite(s): ASLN 110. Code 3 course fee.

**ASLN 160 ASL-English Translation Studies 3 cr.**

This course will examine translation techniques in order for students to engage in message analysis, discourse mapping, intralingual and interlingual strategies. Students will learn strategies in order to comprehend the register of the speaker, speaker's goals, which components of prosody are used, and paraphrasing techniques. Students will explore strategies that will allow them to present accurate translations from the source language into the target language using grammatically correct and cogent American Sign Language or English. Corequisite(s): ASLN 155. Code 3 course fee.

**ASLN 220 Interpreting Theory II 3 cr.**

Students will develop an understanding of the role culture and language plays in relation to interpreting. Students will discuss American deaf culture, multicultural deaf culture, and American culture. Students will explore cultural identity and affiliation, techniques for cultural adjustments and culture and technology. Students will learn how to navigate various interpreting situations in which they must apply ethical principles in addition to the RID Code of Professional Conduct. Students will explore any possible conflicts that could arise from their decisions and how they would approach these challenging scenarios. Students are required to accrue 10 mandatory field observation hours observing sign language interpreters with five years or more experience. Prerequisite(s): ASLN 120. Code 2 course fee.

**ASLN 225 Deaf-Blind Interpreting 3 cr.**

This course will examine the implications of hearing loss and visual impairment upon a deaf-blind student's learning process and language acquisition. Basic strategies of tactual and restricted field interpreting and adaptation in the delivery of linguistic and non-linguistic information will be explored. Collaborative models for interaction between the educational interpreter and additional resource personnel from outside agencies will be analyzed. Prerequisite(s): ASLN 155. Code 2 course fee.

**ASLN 230 ASL-to-English Interpreting 3 cr.**

This course examines the theory and practice of processing a signed message into spoken English. Emphasis will be on application of appropriate vocabulary selection; use of syntactically correct English sentences, and appropriate voicing register. Various interpreting process models will be introduced and discussed. Consecutive and simultaneous interpreting will be examined. Prerequisite(s): ASLN 160. Code 2 course fee.

**ASLN 235 English-to-ASL Interpreting 3 cr.**

This course examines the theory and practice of processing a spoken English message into American Sign Language. Emphasis will be on application of appropriate vocabulary selection; use of syntactically correct sentences, and appropriate signing register. Various interpreting process models will be introduced and discussed. Consecutive and simultaneous interpreting will be examined. Prerequisite(s): ASLN 160. Code 2 course fee.

**ASLN 260 Interactive Interpreting 5 cr.**

This capstone course provides the student the opportunity to apply previously acquired interpreting skills within a controlled environment. Students will interpret to various interactive interpreting scenarios in order to improve ASL-to-English and English-to-ASL interpreting skills. Students will engage in self analysis and peer analysis. This capstone course requires students to submit a graduation portfolio which must include various topics in interpreting. Prerequisite(s): ASLN 230 and ASLN 235. Code 2 course fee.

## ANTHROPOLOGY

**ANTH 133 Introduction to Anthropology 3 cr.**

This course presents concepts, principles and major areas of anthropology, including the concept of culture as viewed by the anthropologist. Specific areas of study are physical anthropology (evolution of humans, racial classification), archeology (characteristics and development of early cultures) and language as it relates to the biological and social evolution of humans.

**ANTH 134 Cultural Anthropology 3 cr.**

This course begins with an overview of cultures and how they are studied by the anthropologist. Topics examined are subsistence patterns, language, communication, culture and personality, family patterns, ways of organizing societies, economics and political organizations, social control, religion and magic, the arts and cultural change. Emphasis is placed upon evaluation of other cultures in terms of their respective values and norms.

**ANTH 237 Indians of North America 3 cr.**

This course demonstrates the continuum of indigenous cultures in North America from Pre-Columbian times to the present using anthropological, arthaeological, historical, and ecological data to study cultural processes and changes and the ways they affect interethnic and interracial interaction in the United States. The emphasis is on the cultures, adaptations, and problems faced by various North American Indian groups, both pre-contact and today.

**ANTH 238 Native American Travel Seminar 3 cr. (2+2)**

This course centers on the Native American nations and cultures of the U.S. and Canada, combines traditional classroom lecture and research paper writing with on-site visits to prehistoric archaeological sites and living American Indian cultures.

**ANTH 239 Study Abroad Seminar - World of the Maya: Anthropology, Archaeology & Ecology 3 cr.**

This course focuses on the indigenous Maya people of Mexico and Central America, utilizes the International Education Program to provide direct personal contact with the culture. The course explores major Maya archaeological sites, contemporary Maya villages, Spanish colonial towns and cities, and the local ecological settings.

**ANTH 250 Archaeological Field School 3 cr. (2+2)**

This course introduces students to all major elements of archaeological method and analysis through hands on participation in an ongoing archaeological project. Students will actively participate as responsible members of a research team. They will learn archaeological excavation techniques, stratigraphic and artifact analyses, methods of recording data and finds, and site conservation. Students are expected to live in a cooperative group at the field school camp while participating in the project. Prerequisite: Permission of Instructor.

## ARABIC

### ARBC 100 Elementary Arabic I 3 cr.

This is an elementary college-level course in Modern Standard Arabic (MSA). This course will introduce students to the listening, speaking, reading and writing skills that are the standard means of communication in the Arab world.

### ARBC 102 Elementary Arabic II 3 cr.

This course is the continuation of ARBC 100, the beginner's course in Modern Standard Arabic (MSA). It will further develop the students listening, speaking, reading and writing skills in the standard means of communication in the Arab world. It will also introduce them to grammar, conjugation, and the usage of vowels in word cases. Prerequisite(s): ARBC 100.

### ARBC 201 Intermediate Arabic I 3 cr.

This course is a continuation of Elementary Arabic II. The course promotes language development in the areas of listening, speaking, reading, and writing, and emphasizes communicative skills through personalized, open-ended activities. In addition, the course further expands students' awareness of the cultures and dialects of the Arabic-speaking world. Oral presentations and short papers in Arabic will be assigned. Prerequisite(s): ARBC 102.

### ARBC 202 Intermediate Arabic II 3 cr.

This course is a continuation of Intermediate Arabic I. The course further promotes language development in the areas of listening, speaking, reading, and writing, and reviews fundamental structures and how they progress into more complex grammatical structures and communicative skills. In addition, the course further develops students' awareness of the cultures and dialects of the Arabic-speaking world. Prerequisite(s): ARBC 201.

## ART

### ARTS 159 Visual Literacy 3 cr.

To acquaint the student with the contemporary trends in mass visual media, both print and electronic, and to further build an awareness of the aesthetic, esoteric and communicative quality of the visual image, its meaning and quality, as it appears in advertising, journalism, still and motion picture photography, television and computer graphics. Code 3 course fee.

### ARTS 170 Ceramics I 3 cr. (2+2)

Basic constructions and designs of clay pottery and sculpture are explored. Methods of making and applying glazes will be demonstrated. Additional laboratory time required outside of class hours. Code 3 course fee.

### ARTS 174 Creative Arts for Children 3 cr.

This course deals with the methods and materials appropriate for basic arts experiences in early childhood education. Students will develop strategies and procedures for introducing children to experiences and environments based on cumulative, developmental and diverse learning situations. Projects in visual arts, music, dance and theater will be explored both in class and on site with opportunity and methods for class management and self-assessment. Code 3 course fee.

### ARTS 181 Art History I 3 cr.

A survey of the visual arts, focusing on the sculpture, painting and architecture from the Prehistoric through the Gothic periods, this course explores the motivations, motifs, and vocabulary of art within its physical and socio-political context. Emphasis will be placed on identification of works and their association with their time period, culture and subsequent characteristics. Code 3 course fee.

### ARTS 182 Art History II 3 cr.

A survey of the visual arts, focusing on the sculpture, painting and architecture from the Gothic Period through the Impressionist, this course will investigate representative artists and their works. Emphasis will be placed on the identification of works, artists and techniques and motivations within the historical context. Code 3 course fee.

### ARTS 183 Basic Drawing 3 cr. (2+2)

Introduction to drawing from still life. Methods of handling charcoal, ink and various drawing materials will be discussed and applied. Code 3 course fee.

### ARTS 184 Two-Dimensional Design 3 cr. (2+2)

Course exposes students to two-dimensional elements as they appear on the surface of paper. The shape of objects, color, space and texture in relation to self-expression will be of primary importance. Code 3 course fee.

### ARTS 185 Figure Drawing 3 cr. (2+2)

Disciplined drawing approach to anatomy with emphasis on bone structure, musculature and its influence on surface of the figure. Involvement in creative composition. Prerequisite(s): ARTS 183. Code 4 course fee.

### ARTS 186 Three-Dimensional Design 3 cr. (2+2)

Three-dimensional design is learned through demonstrations and student studio projects. The elements of design such as shape, line, space, texture and light are studied in applicable fields such as architecture and interior design. The course also explores the area of non-objective and abstract sculpture with ramifications for its universal use. Code 3 course fee.

### ARTS 191 The Arts of the Islamic World 3 cr.

The course will examine the background, origins, and evolution of Islamic art and architecture from the 7th century rise of Islam to the present. The course will investigate the fundamentals of Islam as a faith and Islam's relationship to the pre-Islamic past, as well as the theoretical problem of creating a new visual culture to serve a new religion and society. It will also provide a basic understanding of the major themes and important regional variations within the Islamic World, including the specialized Islamic Arts of India, Indonesia, North Africa and Turkey. Code 2 course fee.

### ARTS 192 The Arts of Japan 3 cr.

A survey of the history of Japanese art from Neolithic times to the present. Topics will include a wide range of art, craft, and architecture including Buddhist art and its ritual context, the aristocratic arts of the courts, monochromatic Zen ink paintings, the prints and paintings of the Floating World, and contemporary artists and designers. The class will focus on the unique development of Japanese art, its contributions to Western Art, and its significant influence upon modern world culture. Code 2 course fee.

### ARTS 205 Art History III- Twentieth Century Art 3 cr.

A survey of art from the emergence of a new direction of art in the late 19th century through its various transformations to the present period. Close attention is paid to the sociological, political and economical context from which the work has materialized. It is recommended that students enrolling in this course have taken Art History I. Code 3 course fee.

### ARTS 206 American Art 3 cr.

American Art reflects the broad cultural and historical spectrum and great ethnic diversity that has contributed to the formation of America. This course will thematically and chronologically examine the origins and evolution of art and architecture of America from pre-conquest to the present focusing on the diversity of style, subject matter, regional characteristics and influences, and methods and mediums of artistic creation.

**ARTS 270****Ceramics II****3 cr. (2+2)**

Ceramics II is designed to provide advanced study in clay sculpture and pottery. Demonstration and discussion will center around wheel throwing, hand-built sculpture and glaze development. Additional laboratory time required outside of class hours. Prerequisite(s): ARTS 170 or portfolio equivalent. Code 3 course fee.

**ARTS 271****Ceramics III****3 cr. (2+2)**

Ceramics III will emphasize advanced techniques in ceramic construction, glaze and clay formulation and studio management. Students will be encouraged to develop and focus their skills in the creative and technical process, while researching historical and contemporary ceramics. Additional laboratory time required outside of class hours. Prerequisite(s): ARTS 170, or ARTS 270. Code 3 course fee.

**ARTS 272****Ceramics IV****3 cr. (2+2)**

Ceramics IV will utilize the students' acquired skills to focus on a technically advanced, portfolio quality body of work. Emphasis will be made on the personal aesthetics and creative direction so that the student will develop an independent approach to the Ceramic Arts. Prerequisite(s): ARTS 170, 270, & 271. Code 3 course fee.

**ARTS 284 Art Seminar in Japan I****3 cr. (2+2)**

This travel seminar to Japan focuses on Japanese arts and culture, particularly traditional handicrafts in the Kumamoto Prefecture of Japan. Students will visit artists' studios, ceramic kilns, art museums, temples, shrines, and historic gardens and sites in Tokyo, Kyoto, Shugraki, Nagasaki, and especially in Kumamoto on the island of Kyushu. Students will engage in workshops in several disciplines: Yaki (ceramics), Shodo (calligraphy), Chanoyu (tea ceremony), Ikebana (flower arranging), and Kataezome (textile and indigo dye process).

**ARTS 286****Painting I****3 cr. (1+4)**

A primary studio course in oil and acrylic painting with instructions in the preparation of canvas and the use of brush and palette knife. Individual demonstrations will be given in relation to still life, landscape, figure and abstract subjects. Code 3 course fee.

**ARTS 287****Painting II****3 cr. (1+4)**

Advanced problems in conceptualization and design of the painting are discussed. Technical process is emphasized. Students will complete oversized canvasses. Group critiques will be conducted; films and day trips to artists' studios and galleries will further broaden the students' experience. Prerequisite(s): ARTS 286. Code 3 course fee.

**ARTS 296****Painting III****3 cr. (1+4)**

An advanced painting course, which allows the student to develop a personal artistic style and more sophisticated, portfolio quality work. Several large scale painting assignments, one monumental themed semester-long master painting, and 8 weekly exercises will encourage students to draw on everyday observations to inspire their work, as well as develop quality images over time. An oral presentation, focused research and participation in weekly critiques will elaborate and refine existing visual language. An off-site trip to a gallery, museum or artist studio will enable students to observe and interact with professionals in the field. Prerequisite(s): ARTS 287. Code 3 course fee.

**ARTS 297****Painting IV****3 cr. (1+4)**

Continuation of painting and studio practice will be emphasized, so students understand independent studio work. Students will develop an artist's statement and propose a course of study for the semester, articulating a plan for research and development of a complete body of work, to be exhibited at the end of the semester. Critical writing, research, and visits to galleries and museums will allow for development of visual thinking. Critiques will be frequent, to expand vocabulary and techniques, and a shared understanding of the studio experience. Prerequisite(s): ARTS 296. Code 3 course fee.

**BIOLOGY****BIOL 101****The Pine Barrens****3 cr.**

An investigation into the ecological aspects of the natural history of the New Jersey Pine Barrens. The course will explore the geography, plants and animals of New Jersey's most famous wilderness. Students must provide their own transportation for required monthly field trips to the Pine Barrens. Code 4 course fee.

**BIOL 114 Principles of Biological Science****4 cr. (3+2)**

A one-semester laboratory course designed for those who have not had a high school science background, or for those who have graduated from high school ten or more years ago. Includes a study of the cell, its physiology and relationship to the more complicated organism. A study of genetics and heredity as well as evolution is included. This course may not be taken concurrently with or after a science course with a higher course number. Code 5 course fee.

**BIOL 119 Science & the Human Body****4 cr. (3+2)**

A one semester laboratory course for non-science majors or prospective health science students focuses on the nature of Science as a field of inquiry. Emphasis is on the scientific method as a natural outcome of human curiosity. The human body acts as a vehicle to explore the unity of life. Critical thinking is stressed as preparation to fully enjoy a society shaped largely by science and technology. Current trends and/or news articles are incorporated for their topics and exploration of methods used to obtain conclusions. Code 5 course fee.

**BIOL 130 Human Anatomy & Physiology I****4 cr. (3+2)**

This course studies basic biochemistry and physiology of the cell, histology, the integumentary system, the musculoskeletal system, and the neuro-endocrine system. Dissection and laboratory instrumentation reinforce all lecture material. A non-dissection option is available for part of the course. It is highly recommended that students enrolling in this course have taken (a) high school biology and high school chemistry or (b) BIOL 114 and high school chemistry. Code 5 course fee.

**BIOL 131 Human Anatomy & Physiology II****4 cr. (3+2)**

This course studies the autonomic nervous system; the endocrine, cardiovascular, immune, respiratory, digestive and urinary systems; fluid and electrolyte balance; and reproduction. Dissection and instrumentation reinforce all lecture materials. Prerequisite(s): BIOL 130 with a grade of C or better. Code 5 course fee.

**BIOL 161****General Biology I****4 cr. (3+2)**

Major concepts discussed include cell structure, bio-chemical reactions, energy relationships, evolution and the dynamics of plant functions. It is highly recommended that students enrolling in this course have taken high school biology and high school chemistry or BIOL 114 and high school chemistry. Code 5 course fee.

**BIOL 162 General Biology II****4 cr. (3+2)**

This course is a continuation of BIOL 161, with emphasis on animal diversity, heredity, development and physiology of various systems. Prerequisite(s): BIOL 161. Code 5 course fee.

**BIOL 163****Introductory Botany****4 cr. (3+2)**

Presents beginning botany students with an appreciation of the diverse organisms we call plants. Discusses the role that plants have in the biosphere, the environmental issues involved, and a basic understanding of plant diversity and their biology. Botany as a scientific process is stressed throughout the course. Code 2 course fee.



**BIOL 232  
Microbiology 4 cr. (3+2)**

A course concerned primarily with microorganisms as they pertain to human welfare. Laboratory activities relate to isolation, culture, identification and control of microorganisms. Prerequisite(s): BIOL 131 or BIOL 162. Code 5 course fee.

**BIOL 261 Ecology 4 cr. (3+2)**

An introduction to ecology emphasizing the physical and biological factors affecting distribution, abundance and adaptations of organisms. Statistical analyses of population, community and ecosystem structure and function are performed. Fundamental concepts of behavioral ecology and evolutionary processes in ecology are stressed. Consideration of ecological principles are emphasized by field study in natural habitats and in the laboratory. Students will be required to travel to offsite laboratory locations. Prerequisite(s): BIOL 161. Code 3 course fee.

**BIOL 264  
General Microbiology 4 cr. (3+2)**

This course is a study of the various groups of microorganisms, their morphology, physiology, biochemistry, genetics, and importance to man and all other life forms. The course will emphasize the major microbial model systems, laboratory techniques of growth, control, research utilization, and safety. Current DNA recombinant technology, immunology and biotechnology will also be included. Prerequisite(s): BIOL 161 and BIOL 162 or BIOL 161 and CHEM 181. Code 5 course fee.

**BIOL 265  
Marine Biology 4 cr. (3+2)**

A field and laboratory approach to the understanding of the complexity of marine organisms; including the study of ecological principles that act to structure marine associations. Emphasis on local coastal and estuarine communities. Prerequisite(s): BIOL 161. Code 5 course fee.

**BUSINESS****BUSN 125 Introduction to Office Systems 3 cr.**

A foundation course designed to familiarize the student with the fundamental responsibilities of an administrative office manager in a modern technological office. Introductory computer concepts are covered in various software packages including Windows operating system, word processing, spreadsheet, database, presentation calendar and email. In addition to technical skill application, students will develop competency in time management, interpersonal communication skills, file management, reprographics, travel preparations, telephone techniques and records management. Code 1 course fee.

**BUSN 126  
Word Processing 1 cr.**

An introduction to word processing to include entering, editing, printing, saving and retrieving text. Basic formatting features such as print enhancement, size and style of font adjustments, tabulation, margin manipulation and indent features will be demonstrated and applied. Liberal application practice through hands-on experience. Pre-requisite: Basic keyboarding skills. Code 1 course fee.

**BUSN 131 Introduction to Business Administration 3 cr.**

A thorough survey of the activities that make up the field of business. Emphasis is placed on such topics as ownership, management, organization, purchasing, marketing, production, personnel, finance and government regulations. Industry's societal responsibilities relating to pollution, minorities and ethical practices are explored. Code 2 course fee applies to home study only.

**BUSN 132  
Business Calculations 3 cr.**

The student will gain a working acquaintance with printing and electronic display calculators. The student will learn basic operations and apply this knowledge to processing typical business data. Heavy emphasis is placed on percentage, interest, discount, merchandising, proration and depreciation problems. Code 1 course fee.

**BUSN 133 Microcomputer Keyboard 1 cr.**

Mastery of the mechanics of the computer keyboard. Emphasis is placed on correct typewriting techniques to develop accuracy and speed presented in a computer-assisted instruction mode. Code 1 course fee.

**BUSN 134  
Principles of Marketing 3 cr.**

A comprehensive study of the functions and institutions involved in the flow of goods and services from production to consumption. Topics included are: marketing environment and process, consumer behavior, distribution, industrial users, retailing innovations, wholesaling practices, product planning, packaging, selling, advertising, sales promotion and pricing.

**BUSN 147 Keyboarding/Document Processing I 3 cr.**

Beginning level Keyboarding/Document Processing I is a comprehensive course that trains the student in keyboarding functional skills, Windows management, computing concepts, and word processing. Students will be able to design and produce professional documents utilizing the most current version of word processing software in a state of the art office simulation laboratory. In addition to document preparation and computing skills, the student will be able to key accurately at 30 wpm. Students may not receive credit for BUSN 135 and BUSN 147. Code 1 course fee.

**BUSN 148 Keyboarding/Document Processing II 3 cr.**

This advanced level keyboarding and word processing course combines continued practice on correct keyboarding techniques and accuracy with the ability to process a wide range of documents on a personal computer. Practical application of business correspondence, business reports, statistical application, tabulation, employment ready documentation and integrated skills application will be covered utilizing a word processing software program. Upon completion, students should be able to key at a minimum rate of 45 wpm for five minutes with no more than five errors. Code 1 course fee.

**BUSN 151  
Introduction to Human Resource Management 3 cr.**

An introduction to the basic functions of human resource management, including the relationship between operating managers and the human resources department, human resources planning, recruitment and selection, legal issues, compensation, benefits, safety, and collective bargaining.

**BUSN 170 Small Business Management 3 cr.**

An entrepreneurial approach to small business management with emphasis on the importance of management skills, industry knowledge, and strategic planning. Specific topics will include small business creation, business plan development, marketing, operations, personnel, finance, business law, and community responsibility. The primary course objective is to provide students with a realistic formula for successfully operating a small business. Code 2 course fee applies to home study only.

**BUSN 210 Business Communications 3 cr.**

A study of the principles underlying effective written communications in business. The use of correct and forceful English is stressed in various types of business correspondence. Presented in computer-assisted mode. Prerequisite(s): ENGL 151. Code 1 course fee.

**BUSN 211 Word Processing Machine Transcription 3 cr.**

This course is designed to help the student to develop machine transcription skills. Through a word processing center simulation, the student assumes the role of an intern and learns to become a proficient transcriptionist in a variety of different business situations—to include banking, legal, and medical. Using a stand-a-lone computer and software of choice, students will produce error free documents representative of the business environment and vocabulary associated to the organization. Prerequisite(s): BUSN 125, BUSN 126, and BUSN 148. Code 1 course fee.

**BUSN 214 Word Processing Applications 3 cr.**

A realistic approach to the study of office management and related careers. Assuming the role of the intern, the student will acquire the mastery of modern electronic communications and advanced word processing/text editing skills. Strong emphasis is placed on organizational structure of the administrative positions, span of management, interpersonal awareness, leadership in an organization, and the managerial decision-making process. Prerequisite(s): BUSN 126 and BUSN 148. Code 1 course fee.

**BUSN 215 Integrated Software Applications 3 cr.**

Emphasis will be placed on office productivity and the development of a high level of competence in processing documents, preparing presentations, creating and manipulating worksheets, managing and sorting data, and importing and exporting data from one program to another. Ultimately, the student will hold a position in a simulated office environment that requires proficiency in the use of varied application software. Code 1 course fee.

**BUSN 220 Career Management & Professional Behavior 3 cr.**

This course is designed to foster workplace readiness through the development of effective skills in communication, leadership and interpersonal relations. The importance of understanding and using self-directed skills to manage the transition from the college environment to the workplace is reinforced as an important ingredient to career growth and success. Students will focus on developing tools and techniques to execute a successful job campaign, while learning how to cultivate the competitive edge necessary to be a strong job candidate in the job market. This course is intended to prepare students for entry into the work force and may not transfer to a four year business degree. Code 1 course fee.

**BUSN 251 Business Law I 3 cr.**

This course focuses on the study of the law as it applies to businesses and consumers, including the structure of the legal system, torts, contract law, and property.

**BUSN 252 Business Law II 3 cr.**

This course is the study of law related to: employment agency, partnership, corporation, sale of goods, and commercial paper. Prerequisite(s): BUSN 251.

**BUSN 267 Real Estate Law 3 cr.**

This course focuses on the study of the law of real property, laws governing title and title transfer, the concept of mortgages, and the obligations of those who participate in and assist with the transfer of real property. Prerequisite(s): BUSN 251 or BUSN 290 or LAAW 101 or NJ Real Estate License.

**BUSN 270 Principles of Advertising 3 cr.**

A study of various types of advertising, including newspapers, magazines, direct mail, radio, television, outdoor advertising and internet advertising. Current practices of advertising preparation, appeal, copy selection and layout techniques are analyzed. Prerequisite(s): BUSN 134 or consent of instructor.

**BUSN 271 Principles of Management 3 cr.**

A comprehensive study of the various functions of management to assist students in understanding the interrelationships among the functional areas of a business enterprise, and to see with whom these functional areas interact in organizational decision-making. Designed to develop an ability to objectively analyze and solve management problems.

**BUSN 272 Principles of Investments 3 cr.**

Business and personal investments. The theory and operation of the stock market. Investments and their timing with respect to the business cycle. Actual analysis of certain stocks, insurance and real estate.

**BUSN 275 Principles of Finance 3 cr.**

This course focuses on the principles of finance by integrating concepts of economics and accounting and by linking economic theory to the numbers of accounting. The course also emphasizes the importance of assessing financial performance to a firm's production, sales, research, marketing, management, and long-run strategic planning. Prerequisite(s): BUSN 131, ACCT 161 or consent of instructor.

**BUSN 290 Real Estate Principles 5 cr.**

Approved by the NJ Real Estate Commission to prepare for real estate sales licensing. A certificate is granted for satisfactory completion (a grade of C is required). Includes: property rights, contracts, mortgages, agency, appraising, NJ Real Estate Law, and other required material. NJ law requires licensees to be high school graduates or hold G.E.D. equivalency.

**BUSN 291 International Business: A Cultural Perspective 3 cr.**

This course will detail practical terminology, concepts, associations, relationships, and issues that are unique to business operations in international markets. It will focus on the impact that cultural diversity has on global business operations. Emphasis will be given to China and other Pacific Rim nations. Prerequisite(s): BUSN 131 or consent of instructor.

**CHEMISTRY****CHEM 180 Introductory Chemistry 4 cr. (3+2)**

A one-semester laboratory course designed for those who have not had a high-school science background or for those who have graduated from high school ten or more years ago. This course may be especially useful for those students preparing to enter the para-medical training programs or those wishing to prepare for college chemistry. The following are covered in this course: measurement, matter and energy, elements and compounds, atomic structure, periodic law, nomenclature, equation-writing, stoichiometry, pneumatics, solutions, acids, bases, salts, and oxidation-reduction. It is highly recommended that students enrolling in this course have taken high school algebra or MATH 011. Code 3 course fee.

**CHEM 181 General Chemistry I 4 cr. (3+2)**

This course, intended for science majors, is the first course of a two-course sequence. Course topics include stoichiometry, inorganic nomenclature, solutions, gas laws, thermochemistry atomic structure, and chemical bonding. The laboratory work includes basic laboratory techniques and is intended to support lecture topics. It is highly recommended that students who enroll in this course have completed high school Chemistry (or CHEM 180) and high school Algebra II. Code 5 course fee.

**CHEM 182 General Chemistry II****4 cr. (3+2)**

This course, intended for science majors, is the second of a two-course sequence. Course topics include: colligative properties, chemical equilibrium, acid-base chemistry, kinetics, thermodynamics, electrochemistry, and nuclear chemistry. The laboratory work involves analytical and spectrophotometric techniques relating to lecture topics. Prerequisite(s): CHEM 181. Code 5 course fee.

**CHEM 283 Organic Chemistry I****4 cr. (3+3)**

This is the first course in a two-course sequence exploring the structure-activity relationships of functional groups. Course topics include: nature of the covalent bond, alkanes, alkenes, stereochemistry, reaction mechanisms, and functional group chemistry. The laboratory work consists of basic separation and purification, and synthetic organic laboratory techniques. Prerequisite(s): CHEM 182. Code 5 course fee.

**CHEM 284 Organic Chemistry II****4 cr. (3+3)**

This is the second in a two-course sequence exploring the structure-activity relationship of functional groups. Course topics include: the structure and reactions of aromatic compounds, the carbonyl, and nitrogen containing functional groups. Molecular structure determination using infrared and nuclear magnetic resonance is also discussed. The laboratory work includes organic synthesis and qualitative organic analysis. Prerequisite(s): CHEM 283. Code 5 course fee.

**CHINESE****CHIN 100****Elementary Chinese I****3 cr.**

This course, designed for absolute beginners with no previous knowledge of the language, introduces students to spoken Mandarin Chinese with the aid of Pinyin system and elementary level of reading and writing Chinese characters.

**CHIN 102****Elementary Chinese II****3 cr.**

This course, a continuation of Elementary Chinese I, is designed for students who have successfully completed CHIN 100. It introduces students to spoken Mandarin Chinese with the aid of Pinyin system and elementary level of reading and writing Chinese characters (simplified). Prerequisite(s): CHIN 100.

**CHIN 201****Intermediate Chinese I****3 cr.**

This course is designed for students who have successfully completed two elementary Chinese courses. Apart from reinforcing pronunciation and tone accuracy, the course will emphasize the basic syntax and grammar as well as build up a working vocabulary around daily situational Chinese. Students will begin to read and write Chinese characters without the aid of Pinyin system. Prerequisite(s): CHIN 102.

**CHIN 202****Intermediate Chinese II****3 cr.**

This course, a continuation of Intermediate Chinese I, is designed to advance students' skills in both written and conversational Chinese. With spoken Chinese, students are expected to have longer conversations on a wide range of topics. With around 600 commonly used words accumulated in CHIN 100, CHIN 102 and CHIN 201, students will be trained to write paragraphs in Chinese with the help of a dictionary. In addition, web-based teaching materials will supplement regular classroom instruction. Prerequisite(s): CHIN 201.

**CIVIL ENGINEERING TECHNOLOGY****CVET 123****Surveying I****3 cr. (2+3)**

Elementary surveying including measurements, leveling, transit surveys and computations. Practical field problems stressing use of tape, compass, transit and level. Prerequisite(s): MATH 168 or higher. Code 2 course fee.

**CVET 151****Applied Mechanics****3 cr.**

Introduction to the basic principles of engineering mechanics including fundamentals of force systems and resultants, moments and couples, equilibrium, trusses and frames, centroids and moments of inertia. Prerequisite(s): MATH 012 or algebra placement or no remediation.

**CVET 161 Construction Methods & Materials****3 cr.**

A basic course covering materials, equipment and procedures used in the construction industry. Topics include basic construction materials, aggregates, concrete, masonry, wood, metals and manufactured building products.

For COCG courses, see Graphic Design pg. 84

For COEM courses, see Electronic Media pg. 78

For CPH courses, see Photography pg. 95

**COMMUNICATIONS****COMM 110 Introduction to Communications****3 cr.**

An introduction to the field of communication studies. Topics include forms and processes of human communication; communication as social organization; ways of understanding, analyzing, and evaluating messages; communication technologies; and social, political and ethical issues. Code 3 course fee.

**COMM 151****Media Writing I****3 cr.**

Media Writing I is designed to teach students the basics of news style writing: good leads and simple, basic news stories; evaluating and selecting news for publication in print and on the air; gathering information and developing a news story from it. This course will instill a high regard for accuracy, adequacy and fairness. Code 3 course fee.

**COMM 152****Media Writing II****3 cr.**

Media Writing II is designed to give the student experience in covering specialized areas of reporting. This course will further develop the skills taught in COMM 151, with special emphasis on developing interviewing skills and the ability to practice in-depth, interpretative, investigative and, possibly, team reporting. Feature writing will be introduced, as will the copy-flow functions of the newsroom. Sensitivity and speed in editing and headline writing will be developed. Prerequisite(s): COMM 151. Code 3 course fee.

**COMM 154 Fundamentals of Public Speaking****3 cr.**

Development and improvement of public speaking skills. Practice in organizing, outlining and delivering brief talks. Code 3 course fee.

**COMM 172****Communication Law****3 cr.**

This course is a study of the rights and responsibilities of the press in the United States from origins to applications in modern society. Emphasis is placed on the constitutional and statutory laws and regulatory agencies affecting the operations of the press and special attention is given to recent Supreme Court rulings. Codes of ethics and other extra-legal considerations of the role of the press are studied.

**COMM 192****Voice & Diction****3 cr.**

This course is designed to develop good speech. Careful individual analysis of each student's voice is provided. Included are drills and speech exercises to improve voice quality and articulation based on an understanding of the speaking mechanism and of elementary phonetics.



**COMM 202 Intercultural Communication 3 cr.**

Exploring the influence of culture on perception and identity, students gain an understanding of the communication challenges in cross-cultural encounters, and they acquire effective strategies for enhancing intercultural communication competence. Prerequisite(s): ENGL 151.

**COMM 272 Public Relations & Publicity 3 cr.**

This course is a study of contemporary methods, tools and media used in the planning and development of public relations programs for business, industries, non-profit institutions and community organizations. In particular, publicity and promotional techniques, copy preparation, news releases, the theory and practice of arranging publicity materials in campaigns to promote and interpret personal, institutional and organizational objectives and activities and the relationship of public relations to the media are emphasized. Prerequisite(s): ENGL 151.

**COMM 281 Mass Communications 3 cr.**

This course focuses on the history and development of various media in the United States including theories relating to press freedom and considering current criticism and challenges facing various branches of mass media.

**COMM 290 Communications Internship I 3 cr. (0+0+9)**

This course offers students the opportunity to apply academic knowledge gained from the classroom to a communications work environment. The 135-hour internship will be directly related to students' career goals in their areas of study. By completing an internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisite(s): Applicants must comply with the Ocean County College Internship Guidelines and complete an Internship Application. Applicants must also have an overall GPA of 2.5.

**COMM 291 Communications Internship II 3 cr.**

This course offers students the opportunity for increased practical experience in technical support positions in the arts, educational/instructional media, or for business/industry in-house productions. The 135-hour internship will be directly related to students' career goals in their area of study. By completing an internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisite(s): COMM 290. Applicants must comply with the Ocean County College Internship Guidelines and complete an Internship Application (see attachments). Applicants must also have an overall GPA of 2.5.

For COCG courses, see Graphic Design pg. 84

For COEM courses (Digital Mass Media), see Electronic Media pg. 78

For CPH courses, see Photography pg. 95

**COMPUTER STUDIES****CSIT 109 Information Technology 3 cr.**

This course provides students with an overview of the fundamental concepts, skills, and capabilities of information technology. The course will focus on the primary concepts of human-computer interface, the basics of networking, the World Wide Web, digitizing information and multimedia, principles of computer operation, privacy and digital security, database fundamentals and computational logic. Practical emphasis will be placed on the effective and efficient use of information technologies within the scope of utilizing social media applications, the impact of the globalization of informational technologies, and the development of critical thinking and problem solving skills appropriate for the workplace. Code 3 course fee.

**CSIT 110 Computer Literacy 3 cr.**

An introductory course designed to provide students with a fundamental understanding of computers and information. The course familiarizes students with the interaction of computer hardware and software. Emphasis is placed on the application of microcomputers, the use of productivity software (word processing, spreadsheet management, file and data base management, search tools) to gather, analyze, organize and present information, and the social and ethical aspects of the impact of computers on society. Open lab time is required. Code 3 course fee.

**CSIT 115 Introduction to Computer Game Development 3 cr.**

This course is an overview of game development. Students will analyze games and gameplay elements, examine genres and trends in games and formulate their own proposal for an original game. The course will also discuss the history of videogames, the current state of electronic gaming, as well as possible future developments. Open lab time required. Code 3 course fee.

**CSIT 123 Integrated Office Software 3 cr.**

This course is designed to teach the skills necessary to design, produce and integrate documents, worksheets, databases and professional presentations. The course will emphasize a hands-on project-oriented approach to problem solving. The student will be using a personal computer in a Windows environment with a modern integrated office software package (Microsoft Office). Working knowledge of Microsoft Windows suggested. Open lab time required. Code 3 course fee.

**CSIT 126 Intermediate Spreadsheets & Database 3 cr.**

This course expands on the introductory spreadsheet and database concepts presented in Integrated Office Software. Applications include the use of personal computers and integrated software (Microsoft Excel & Access) to solve contemporary non-discipline specific information processing problems. Open lab time required. Prerequisite(s): CSIT 123. Code 3 course fee.

**CSIT 131 Multimedia for the Web 3 cr.**

This course is designed to provide an overview of multimedia concepts and applications using the most prevalent software for multimedia design. This course will concentrate on creating graphics and small animations for use in conjunction with web design and other applications (such as PowerPoint). Discussion of vector versus raster graphic will be stressed. File types will be compared and contrasted in order to provide the student with the skills needed to ascertain the best method for file; and which type to use in order to minimize the file size and save in the download process. Students will work in both 2-D and 3-D space, building on previous lessons to gain insight into the new dimension graphics. The course will improve the skills and knowledge of current, as well as aspiring publishers and web designers. Open lab time is required. Code 3 course fee.

**CSIT 133 Web Development Fundamentals 3 cr.**

This course is designed to meet the needs of students who wish to enter the field of Internet Development. It will provide a rigorous treatment of Hypertext Markup Language (HTML) using the current XHTML standard. Other topics include Cascading Style Sheets (CSS) [external and embedded Style]; CSS1 and CSS2; design elements and applications that enhance web pages; and saving and editing files on a remote server. Students will complete hands on projects as part of the requirements for the course. Open lab time required. Prerequisite(s): CSIT 131. Code 3 course fee.

**CSIT 160 Introduction to Visual Basic 3 cr.**

An introduction to structured procedural and object oriented/event driven programming using Visual Basic. Students will use a current integrated development environment to build applications for Microsoft Windows personal computers and mobile devices. Working knowledge of Microsoft Windows required. Open lab time is required. Code 3 course fee.

**CSIT 165 Programming I 4 cr.**

This course introduces the student to the fundamental techniques used in the development of software applications. The course teaches object-oriented programming concepts and principles using Java™ employing an interactive visual system interface. Students will learn good object-oriented practices through the development of graphic programs and simulations using sound object-oriented practices in an integrated and interactive software development environment. The topics covered include classes, objects, object interaction, algorithms, data types, control structures, one-dimensional arrays, attributes, methods, and messages. Working knowledge of windows required. Open lab time required. Code 3 course fee.

**CSIT 166 Programming II 4 cr.**

This course continues the study of software development using the Java™ programming language. The course extends the development and growth of object-oriented paradigms through discussions of patterns, use of Unified Modeling Language (UML), and case studies. Students shall develop proficiency in debugging and test-driven development. Additional topics include files, arrays, collections, enumeration, recursion, sorting and searching. Open lab time required. Prerequisite(s): CSIT 165. Code 3 course fee.

**CSIT 173 Game Programming with Open GL 3 cr.**

This course is a required course in the AS Computer Game Development and Design Option, and an elective in the AAS degree. This course will build on the topics learned in a prior object oriented programming language course to provide both theory and practice in game programming as supported by the graphical structures in the Open Graphic Library (GL). This course will provide students with a comprehensive introductory background in interactive game programming. It will explore programming options not offered in traditional programming courses, thus widening the scope of their knowledge, adding to their diversity in the programming sector; and enhancing their opportunities within the field of programming. Open lab time required. Prerequisite(s): CSIT 165. Code 3 course code.

**CSIT 174 Computer Systems 3 cr.**

This course will present the basic concepts of computer systems, architecture and Assembly Language Programming. The student will implement high level language constructs, macros and subroutines in Intel 80x86 based assembly language under a modern operating system. Open lab time required. Prerequisite(s): CSIT 140 or permission of the instructor. Code 3 course fee.

**CSIT 176 Computer Organization & Architecture 3 cr.**

This course examines the structure and functions of the components comprising a contemporary computer system. The student will learn the fundamental elements in a computer system including the processor, memory, and interfaces to external components and systems. Additional topics include digital circuits, Boolean algebra, addressing modes, input/output and arithmetic. The course will use an assembly language to strengthen and reinforce the concepts. Open lab time required. Prerequisite(s): CSIT 165. Code 3 course fee.

**CSIT 184 Networking Essentials 3 cr.**

This course will examine the conceptual and physical structure of industry-wide computer networking standards. The concepts covered in this course will aid the perspective networking professional in a practical understanding of the implementation and fundamentals of a viable network. LANs, WANs, Inter and Intra net, among other topics will be extensively covered within this course. Fall semester evening sections only. Prerequisite: Familiarity with MS DOS or permission of instructor. Code 3 course fee.

**CSIT 200 Information Security Fundamentals 3 cr.**

This course prepares students for Certified Information Systems Security Professional (CISSP) training which is designed to meet the demands of the information security industry by preparing individuals for the CISSP exam. CISSPs are information assurance professionals who define the architecture, design, management, and/or controls that assure the security of business environments. The CISSP exam tests one's competence in the ten CISSP domains of the (ISC)²® CBK®, which cover critical topics in security today, including risk management, cloud computing, mobile security, and application development security. Prerequisite(s): CSIT 165 and CSIT 184. Code 3 course fee.

**CSIT 212 Systems Analysis 3 cr.**

The focus of this course is the problem solving, communication and design skills utilized in systems analysis. Case studies are used to illustrate the system analysis, design and development activities used in the initial automation and revision of computerized applications. File and database structures are discussed and applied. In addition, documentation techniques are discussed and illustrated. The student will complete a system analysis project. Prerequisite(s) CSIT 165. Code 3 course fee.

**CSIT 213 Database Management 3 cr.**

A course emphasizing the concepts and structure necessary to design and implement database management systems. Hierarchical network and relational models will be evaluated. The student will design and implement a project using a modern relational database package, report generator and SQL. Open lab time required. Prerequisite: CSIT 165. Code 3 course fee.

**CSIT 231 Dynamic Flash & Scripting Programming Elements for Web Pages 3 cr.**

This course provides an overview of the construction of dynamic and interactive web pages with a concentration on client side, and object-oriented core technologies and server side scripting languages. The course will cover how dynamic content can be provided with plug-in technologies and scripting languages. The course improves the skills of current and aspiring website authors and Internet/Intranet developers. Open lab time required. Prerequisite(s): CSIT 160 or CSIT 165 and CSIT 133. Code 3 course fee.

**CSIT 260 Application Programming in C++ 3 cr.**

This course uses an applied approach to teach the C++ programming language to solve a wide range of application problems. All examples will emphasize external modules (functions), parameter passing and use of appropriate objects. The student will develop a final comprehensive project, utilizing various file access techniques. Prior C++ programming experience is required. Open lab time required. Code 3 course fee.

**CSIT 265 Data Structures & Analysis 4 cr.**

This course examines the representation, implementation and application of data structures and their use in programs developed using the object-oriented paradigm. The data structures include lists, stacks, queues, dequeues, vectors, trees and graphs. Additional topics include array and linked list implementation, recursion, binary search tree, sequences and dictionaries. Algorithms are developed to operate upon these structures. All assignments will be programmed in a modern object oriented programming language (Java™). Open lab time required. Prerequisite(s): CSIT 166. Code 3 course fee.

**CRIMINAL JUSTICE****CRIM 150 The Criminal Justice System 3 cr.**

An introduction to the philosophy of justice, identification of the various subsystems and the significance of their interrelationships; analysis of past, present and future expectations in law enforcement; judicial and corrections discipline; role expectation; ethics and the need for professionalism.

**CRIM 151 Police Organization & Administration 3 cr.**

This course examines the organizational framework, authority structures and major function of representative police agencies. Analysis is made of the administrative problems of allocating responsibility and support functions and of coordinating many large and small area commands. Recruitment, career advancement and selection of leadership are areas of special comment.

**CRIM 152 Introduction to Law Enforcement 3 cr.**

This is a comprehensive analysis of the development of law enforcement in America from the origin in England to modern day policing. It examines all aspects of law enforcement from patrol to investigations. Current police practices, policies, and enforcement methodology are explored with an emphasis on the role of the police officer in society.

**CRIM 155 Introduction to Corrections 3 cr.**

Students will gain an overview and conduct critical analyses of contemporary correctional theory and practice. Comparisons of mainline American corrections with historical, cross-cultural, philosophical and non-traditional views of corrections will be made. Students will examine the various components of the system including prisons, jails, probation, parole and community corrections as well as controversial issues in contemporary corrections, such as prisoner rights, victimization, the death penalty and institutional corrections.

**CRIM 236 Criminology 3 cr.**

An analysis of the scientific study of crime and an examination of the varied and changing theories and methods of dealing with its perpetrators. Consideration is given to the social, environmental and economic factors in crime and the basic ideas of British and American criminology. Prerequisite(s): SOCI 181.

**CRIM 237 Juvenile Justice 3 cr.**

This course examines the philosophy, structure and procedure of the juvenile justice system. Major perspectives on the control, care and treatment of juvenile offenders will be explored. Prerequisite(s): SOCI 181 or equivalent.

**CRIM 254 Constitutional Law & Rules of Evidence 3 cr.**

An analysis of the historical development of the constitutional relationship between the individual, the states and the Federal government; and the application of the Bill of Rights to the states through a study of the leading Supreme Court decisions. The second half of the course is devoted to a study of the rules of evidence with particular emphasis upon judicial notice, presumptions, the nature of real and circumstantial evidence, burden of proof, province of court and jury, documentary evidence, hearsay evidence, confessions, admissions and witnesses.

**CRIM 255 Criminal Law & Procedures 3 cr.**

A comprehensive analysis of the New Jersey criminal statutes as to classification, elements of proof, intent, conspiracy, responsibility, parties and defense. The second half of the course deals with the machinery by which justice is administered. Typical criminal proceedings from institution to enforcement of judgment are examined in detail, including the jurisdiction, organization and constitution of the several tribunals, administrative as well as judicial.

**CRIM 280 Criminal Investigation 4 cr. (3+2)**

In this course, criminal investigation is explored as a timeless and dynamic field of scientific study. It examines all aspects and fundamentals of criminal investigation as practiced by police officers. An underlying theme of the course is the responsibility of conducting investigations within the framework of the constitution and the practices of a dynamic society. Students must apply knowledge learned in lectures to "crime scene" labs. Prerequisite: Permission of the department. Code 1 course fee.

**DANCE****DANC 145 Dance Appreciation 3 cr.**

This course is an introductory study of dance as an art form. It surveys the development of dance from primitive and ancient times to 20th and 21st century dance theatre. Students will recognize the impact of culture, religion and politics on diverse dance forms. Through selected readings and viewings of filmed and/or live dance, students will develop heightened perceptions and understanding of dance. The course examines dance as a vital art form through study of its history, aesthetic elements, and communicative power.

**DANC 160 Modern Dance I 3 cr. (2+2)**

Students will study the history of modern dance and its major techniques as well as the anatomical principles underlying proper technique. They will perform warm-up, correct alignment, and basic modern dance combinations. Students will also begin to develop creativity and personal movement style through structured improvisation and exploration of time, space, and force. Code 3 course fee.

**DANC 161 Modern Dance II 3 cr. (2+2)**

This is a continuation and expansion of Modern Dance I with an emphasis on the history of modern dance and its major techniques. Dance skills will be developed through more intricate dance combinations, increased use of balance, strength and flexibility and refinement of details of stage performance. Emphasis is on technique development and creative expression. Improvisation will lead to the creation and structuring of dance phrases. Injury prevention methods and recent trends in modern dance will be examined. Students will explore their own movement style, learn and rehearse technical choreography and have opportunities to perform in the bi-annual Ocean County College dance concerts. Code 3 course fee.



**DANC 170 Ballet I 3 cr. (2+2)**

Beginning techniques of ballet demonstrated and practiced with emphasis placed on body alignment, form and discipline. Ballet barre exercises and performance of basic sequences will improve the students' strength, flexibility and coordination. Code 3 course fee.

**DANC 171 Ballet II 3 cr. (2+2)**

An extension and amplification of DANC 170 which involves application of the principles learned in that course. Student's strength, flexibility and endurance will be increased through more intensive barre work and center floor sequences. The course will also emphasize personal expression through movement and develop student proficiency in performing adagio and allegro sequences. Code 3 course fee.

**DANC 180 Jazz Dance 3 cr. (2+2)**

This is an introductory course in jazz dance technique, basic to theatrical dance. Students will develop skills in standard jazz movement-extensions, isolations, and contractions, and perform actual jazz dance routines in class. Jazz dance's history, movement principles and relationship to music will be presented. The course will enhance appreciation of jazz dance as a part of American culture and as a theatre art. Code 3 course fee.

**DANC 191 Dance Theatre Workshop I 3 cr. (0+0+3)**

Dance Theatre Workshop is a learning-by-doing process. Practical experience is gained by participating in Ocean County College dance concerts or musicals. Students develop skills in their area of interest such as budgeting, ticketing, programming, costuming, lighting, sound, performing and/or presenting choreography. This exposes students to various career paths in the arts.

**DANC 270 Ballet III 3 cr. (2+2)**

This course is designed to meet the needs of the student who has mastered the initial phase of ballet study and is now physically capable of proceeding to the secondary level of training. Prerequisite(s): DANC 170 and DANC 171 or comparable achievement in outside study (to be evaluated by audition). Code 3 course fee.

For COEM courses (Digital Mass Media), see Electronic Media pg. 78

**ECONOMICS****ECON 151 Macroeconomic Principles 3 cr.**

A study of the American economic system, including private enterprise, the role of government in the economy, supply and demand, national income measurement and theory and fiscal and monetary policy.

**ECON 152 Microeconomics Principles 3 cr.**

An intensive study of supply and demand analysis. Theories and principles of market behavior are examined and applied to economic issues related to production, consumption and distribution.

**ECON 153 Contemporary Economic Issues 3 cr.**

This course is an examination of major economic issues and problems confronting society today. Topics will include the economics of poverty, pollution, education, crime, professional sports, unemployment, free trade, and social security.

**EDUCATION****EDUC 175 Introduction to Teaching 3 cr. (2+2)**

Survey of the historical, social, political, philosophical, cultural, legal, and economic forces, including the family, that shape the American public K-12 school system. Topics include teaching as a profession, current issues in educational reform, and the challenges of information technology and diversity.

**EDUC 176 Foundations of American Education 3 cr.**

Students will learn and demonstrate knowledge of five foundations of American education: history; philosophies of education; administration, economics and support of education; the interrelationship of school and society; and organization for learning.

**EDUC 177 School & Community 3 cr.**

This course examines current trends and issues in education stressing the dynamics of school and community partnerships. Participants will analyze the various groups and social forces that influence what children are taught in today's schools. Emphasis will be placed on effective use of community resources.

**EDUC 178 Intro. to the Education of Exceptional Students 3 cr.**

For students preparing for a career in working with children or in human services. Topics will include the etiology and nature of physical, sensory, motor, mental and emotional exceptionalities, legislation concerned with exceptional individuals, the role of parent organizations, diagnosis of educational needs, the role of the Child Study Team, prescriptive teaching and field survey of educational programs for exceptional children pre-school through secondary school age.

**EDUC 241 Children's Literature 3 cr.**

Children's literature is a course which surveys a broad range of literature for children pre-school through the elementary grades. Picture books, poetry, folk tales, fantasy, realistic fiction and non-fiction will be read, discussed and evaluated. Students will explore the production and marketing of juvenile books; they will compare current trends in illustration and will practice the evaluation of children's books as literature. Story-telling techniques, reading aloud and the use of trade books in whole language instruction will be emphasized throughout the course.

**EDUC 245 Language Arts in the School Curriculum 3 cr.**

This course is designed for teacher aides who will be working with children in the area of language arts at the direction of a certified teacher. Students will be introduced to a broad overview of the language arts curriculum, preschool through grade 12, with an emphasis on integrated and school language learning. The development of practical skills and strategies for conducting enrichment and remedial language arts activities in speaking, writing, reading, and listening will be stressed. Prerequisite(s): ENGL 151.

**EDUC 279 Curriculum Development in Early Childhood Education 3 cr.**

The objective of the course is to teach basic principles and concepts of early childhood curriculum that focuses on the needs and interests of children between the ages of 2 and 6. The organization of the course emphasizes the needs, interests and abilities of toddlers. The meaning of various kinds of play and the importance of social skills utilizing culturally valued content are emphasized as well. Ten hours of classroom observation of preschoolers is a requirement of the course.

**EDUC 290 Education Internship 3 cr. (0+0+9)**

Students in the last semester of the Teaching Assistant/Child Care Program will work in licensed nursery schools or day care centers. Students will volunteer at least 120 hours at the work site.

## ELECTRONIC MEDIA

### COEM 120 Television Studio Production 3 cr. (2+2)

Basic television production techniques, including the use of camera, switchers, audio board, producing/directing studio programs. Code 6 course fee.

### COEM 220 Television Location Production 3 cr. (2+2)

Students will learn to plan, execute and edit videotaped projects for documentary, informational and educational use. Code 6 course fee.

### COEM 224 Video Editing & Post Production 3 cr. (2+2)

This course teaches advanced principles of professional video editing. It combines theory and methodology with practical experience in assembling and shaping a story into a production. Prerequisite(s): COEM 220. Code 3 course fee.

### COEM 230 Audio Recording for Electronic Media 3 cr. (2+2)

An introduction to the basics of audio recording technology. Students working in the studio environment will develop skills with microphone selection and use, multi-track recorders, recording consoles and digital and analog processors. Prerequisite(s): COEM 220. Code 3 course fee.

### COEM 231 Audio Production Techniques 3 cr. (2+2)

The study and practical application of audio production techniques in a digital multi-track recording environment. Students will develop production skills through a hands-on engineering of recording, overdubbing and mix-down sessions. Prerequisite(s): COEM 230. Code 3 course fee.

### COEM 232 Advanced Audio Mixing Techniques 3 cr. (2+2)

An in-depth study of audio mixing and using the studio medium itself as a creative art form. The development of skills necessary to produce master quality mixes for multiple media applications. Prerequisite(s): COEM 231. Code 3 course fee.

### COEM 284 Broadcast News Production 3 cr. (2+2)

Students will develop the techniques for gathering and producing news for radio and television. This course focuses on the combination of writing accurate and informative copy with audio and video to tell the complete news story. In-class discussion and demonstrations will be combined with practical experience on Channel 20 and WOCC Radio. Students will receive constructive critique of their work, with an eye towards regular improvement. Prerequisites: This course is designed as a capstone project for students preparing to graduate OCC and advance to a four-year college. Therefore, to qualify for this course, students must obtain the permission of the instructor. Code 6 course fee.

## ENGINEERING SCIENCE

### ENGR 124 Engineering Analysis 3 cr.

Applications of the methods of mathematical analysis to the solution of engineering problems using microcomputers. Programs to solve real-life engineering problems will be written using a high-level programming language. Additional software packages will be investigated for use in problem solving. Prerequisite(s): MATH 265. Corequisite: MATH 266. Code 4 course fee.

### ENGR 181 Graphics for Engineers 2 cr. (1+3)

This course introduces students to graphic skills associated with engineering design, particularly those related to computer-aided design and drafting (CADD). The course provides the student with an understanding of design concepts, features and limitations of a micro-computer based CAD system. The majority of the course time consists of laboratory exercises. In the context of design, the course will cover fundamental aspects of engineering graphics including elementary projection, lines and planes, auxiliary views, edge views, oblique projection, angle between planes, angles between lines and planes, and intersection and revolution. Graphics will stress solutions of elementary design problems. Code 4 course fee.

### ENGR 191 AutoCAD 2-D Basics I 3 cr. (1+4)

This is the first part of a basic program in the fundamentals of computer aided drafting/design (CAD). The course provides the student with an understanding of the concepts, features, and limitations of a microcomputer-based CAD system. The course shows how to use AutoCAD to set up drawings and add lines, circles, arcs, other shapes, geometric constructions and text. Code 4 course fee.

### ENGR 192 AutoCAD 2-D Basics II 3 cr. (1+4)

This is the second part of a basic program in the fundamentals of computer aided drafting/design (CAD). The course continues from the prerequisite course with diminishing, blocks, attributes, section views, and an introduction to three-dimensional drawing. The course shows how to use AutoCAD to draw and edit polylines; set layers, linetypes and create colors; create section lines and graphic patterns. Prerequisite(s): ENGR 191. Code 2 course fee.

### ENGR 198 Autodesk Inventor 3 cr. (1+4)

This course will introduce the aspects of Solid Modeling and Parametric Modeling, using Autodesk Inventor. The student starts with constructing basic shapes to building intelligent solid molds, creating multi-view drawings and assembly models. Code 2 course fee.

### ENGR 221 Engineering Statics 3 cr.

A quantitative study of forces that act on engineering structures in equilibrium. Force system classification, resultant forces and conditions for equilibrium of rigid bodies in two and three dimensions are covered. Mathematical principles of vectors and calculus are applied to trusses, frames, and simple machines. Centroids (center of mass) are developed and used in the analysis of stresses on beams. Special engineering topics discussed will include dry friction with an introduction to virtual work. The concept of moment of inertia included in discussion will establish the link between statics and solid mechanics. Prerequisite(s): MATH 266 & PHYS 281.

### ENGR 222 Engineering Dynamics 3 cr.

A study of the motion of bodies without reference to the forces which cause the motion and the action of forces on acting the bodies to their resulting motions. Rectilinear and curvilinear motion in two and three dimensions using rectangular, normal/tangential and polar coordinate system are investigated in kinematics. Kinetics includes discussions on work, potential and kinetic energy. Pulse and momentum are analyzed from a special treatment of Newton's second law along with the concept of conservation of energy and momentum. Prerequisite(s): MATH 266, ENGR 221 & PHYS 281.

**ENGR 225 Design of Material Structures 3 cr.**

This is a capstone course which integrates learning outcomes from the engineering statics, dynamics, and graphics, mathematics, and science courses in the AS-Engineering program. The course is developed to utilize key concepts of mechanics of materials in various design applications. Key topics include the concept of stress at a point, strain, stress-strain relations, stress transformation, and structural failure theories. Students will apply these concepts to solve engineering design problems, and student teams will work on open-ended engineering projects. Projects may involve disassembly and analysis of some manufactured products to gain an understanding of the engineering design. Technical writing and oral presentation along with project management skills are emphasized. Prerequisite(s): ENGR 181. Corequisite: ENGR 222

**ENGR 251 Electrical Engineering I 4 cr. (3+3)**

Circuits are studied using the analytical tools of the engineer. The required theorems and techniques are derived first using resistive circuits, and then applied to RC, RL, and RLC networks. Transient analysis of these networks is then studied, followed by sinusoidal steady-state analysis, and sinusoidal power calculations. Laboratory work is correlated with the lectures. Prerequisite(s): MATH 266 & PHYS 282. Code 4 course fee.

**ENGR 290 Engineering Internship 3 cr. (0+0+9)**

This course offers students the opportunity to apply the academic knowledge gained from the classroom to a work environment. The 135-hour internship will be directly related to students' career goals in the areas of Technology and Engineering. By completing the internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisite(s): Applicants must comply with the Ocean County College Internship Guidelines and complete an Internship Application. Applicants must also have an overall GPA of 2.5.

For CVET courses, see Civil Engineering Technology pg. 73

**ENGLISH****ENGL 091 Reading & Writing I 4 cr.**

This course is required for students whose placement test results indicate they need to develop their reading and writing skills before beginning college-level coursework. While some attention will be paid to improving study skills, the focus in this course is on improving students' vocabulary and reading comprehension as a means for improving their ability to express ideas in writing. The course recognizes the organic connection between reading and writing: students will read a text and then write about it as preparation for the kinds of reading and writing they will do in their other college courses. A minimum grade of C must be earned to progress to the next course in the composition sequence. ENGL 091 replaces ENGL 010 and ENGL 020. This course cannot be used to satisfy degree requirements.

**ENGL 095 Reading & Writing II 4 cr.**

ENGL 095 is required for students who need a second level developmental English course as preparation for college-level coursework. The course builds on and expands fundamental reading and writing skills taught in ENGL 091. Instruction focuses on reading strategies for college work and on the process of composing essays, primarily in an academic voice. A minimum of 2500 words of finished writing will be assigned, supported by intensive reading and language study. One hour weekly is taught in a computer laboratory. A minimum grade of C must be earned to progress to the next course in the composition sequence. ENGL 095 replaces ENGL 011 and ENGL 021. The course cannot be used to satisfy degree requirements. Prerequisite(s): Identification of need by appropriate score on placement test or completion of ENGL 091 with a grade of "C" or better, or recommendation of instructor. Code 3 course fee.

**ENGL 110 ESL Strategies for Academic Success 3 cr.**

This course is designed for non native speakers of English. It provides instruction and practice in the skills necessary for success in the American college classroom. Topics will include asking and answering questions, participating in small and large group discussion, note taking, lecture analysis, editing skills and reading skills. The course will examine common sources of cultural misunderstanding and ways to avoid them. This course may not be substituted for English courses required for OCC degrees. Prerequisite(s): Permission of the Instructor.

**ENGL 131 Writing for College 1 cr.**

This course provides a skills review in the fundamentals of college reading and writing. The instructional focus is on composition planning and design and a review of fundamental reading and study skills with an emphasis on content and analysis (critical reading and thinking skills). A minimum of 1,000 words of finished writing will be assigned, supported by independent lab modules focusing on study and practice in thesis writing, outlining, developing essay supports and usage—idiom, sentence structure, grammar, punctuation, and style. Students will review use of the computer to compose and edit writing assignments and to locate appropriate electronic sources. This course may not be substituted for English courses required for OCC degrees. Prerequisite(s): Satisfactory placement test score or successful completion of required developmental courses. Code 2 course fee.

**ENGL 142 The History & Grammar of English 3 cr.**

This course is an overview of the historical development and grammatical structure of the English language. It will provide intensive study of grammar, usage and the mechanics of punctuation, capitalization and spelling. Emphasis will be directed to practical application of traditional grammar rules in oral and written communication. The course will also provide a foundation for an English major and for foreign language or E.S.L. studies. This course may not be substituted for English courses required for OCC degrees. Prerequisite(s): ENGL 151

**ENGL 151 English I 3 cr.**

Students will compose and revise expository essays totaling 3500 words, minimum. Through a series of primarily text-based writing assignments, the course reinforces and stresses the further development of critical reading and thinking, ethical reasoning, the writing process, and information literacy. Prerequisite(s): Satisfactory placement test score/or successful completion of required developmental courses.

**ENGL 152 English II 3 cr.**

This course introduces students to the study of fiction, poetry and drama, and requires written assignments (totaling 3,500 words, minimum), including at least one documented essay, that build on the writing and research skills developed in ENGL 151. With ENGL 151, this course fulfills the 6-credit graduation requirement in English Communication. Prerequisite(s): ENGL 151.



**ENGL 153**  
**Creative Writing 3 cr.**

This course provides opportunities for students to write creatively in several genres: creative non-fiction, short stories, poems, and one-act plays. It is flexibly organized to permit emphasis on the area of major interest to the individual writer. The course introduces terms and structures related to the different literary genres, demonstrated through selections from significant literary texts. Although student work is presented in class regularly, and other students respond to it, the instructor evaluates student accomplishment in the course. Prerequisite(s): ENGL 151.

**ENGL 211**  
**Introduction to Poetry 3 cr.**

This course surveys poetry as a distinct literary genre. Students will study selected lyric, narrative, and dramatic poems representing varied literary traditions. They will discuss and write about poetic themes and structures through reference to relevant cultural and historical contexts. Prerequisite(s): ENGL 151.

**ENGL 212**  
**Introduction to Drama 3 cr.**

In this course, students learn about dramatic traditions throughout history by studying dramatic literature from ancient to modern times. Students will analyze dramatic works through a historical, political, cultural, and social context, as well as explore elements of drama and presentation. Prerequisite(s): ENGL 151.

**ENGL 215**  
**Graphic Texts: Words, Pictures, & Cultural Meaning 3 cr.**

This course provides instruction on the history, influence, and interpretation of graphic texts (including comics and graphic novels). Focusing on twentieth and twenty-first century western and non-western works in translation and emphasizing the diversity of the subjects and authors, the course traces the development of graphic texts, exploring their aesthetic and cultural achievement in memoir, non-fiction, and fiction. Prerequisite(s): ENGL 151.

**ENGL 222 Native American Literature 3 cr.**

This course traces the evolution of Native American writing from its origins in the oral tradition to its varied expression in modern fiction, poetry, and non-fiction. The course will examine the ways in which world view, cosmology, myth and symbol are interwoven to create the rich fabric of Native American storytelling. The writings will be studied in their cultural context as well as for the elements of content, style and meaning. Prerequisite(s): ENGL 151.

**ENGL 223 African American Literature 3 cr.**

The course includes short stories, slave narratives, poetry, drama, the novel, beginning with the writings from the 1700s to the 1900s, exploring the struggles, dreams, artistry, wit, conceptions, and perceptions of authors and of voices too long silenced. Prerequisite(s): ENGL 151.

**ENGL 225 Chinese Literature in Translation 3 cr.**

An introduction to the major genres and themes of Chinese literature from approximately 720 BC to the Twentieth-century. Students will gain insights into the Chinese culture and society through the English translation of selected samples of poetry, short stories, novels, essays and drama. Prerequisite(s): ENGL 151.

**ENGL 226 Arabic Literature in Translation 3 cr.**

Introduction to Arabic literature in translation and Arab diasporic literature written in English. Students will gain insights into Arabic culture and literature from the classical period to the present and into contemporary Arab diasporic cultures in the United States and England through readings from novels, short stories, drama, poetry and essays. Prerequisite(s): ENGL 151

**ENGL 227 Jewish & Holocaust Literature 3 cr.**

With particular attention to common themes of exile, assimilation, identity, marginality, and persecution, this course traces the rich tradition of Jewish literature beginning with the Hebrew Bible and Hasidic, kabbalistic, and Rabbinical folktales. Culturally diverse writers representing America, central and eastern Europe, and the Middle East will then provide an historical context for exploring immigrant poetry and prose, Holocaust literature, and contemporary Jewish storytellers. Prerequisite: ENGL 151.

**ENGL 234 Science Fiction & Fantasy Literature 3 cr.**

This course explores the literary, social, and cultural issues raised in science fiction and fantasy literature. Students will study selected texts from the historical beginnings of these genres and attempt to define the shifting boundaries of this popular field. The course includes readings from several literary movements and related films to familiarize students with basic terms, themes, and conventions of the speculative and fantastic literature. Prerequisite(s): ENGL 151

**ENGL 235**  
**Literature & Myth 3 cr.**

Literature and Myth explores the ways that myth and symbol organize the world of human action, history, and culture to provide a totality of meaning. With historically and culturally diverse units that focus on Middle Eastern, African, South Asian, Native American, and Western mythologies, the course applies diverse mythic concepts to selected works of ancient and modern world literature. Prerequisite(s): ENGL 151.

**ENGL 237 Multicultural Fairy & Folk Tales 3 cr.**

This course explores the ways in which traditional fairytales and folktales influence contemporary thought, belief, and behavior. Students will examine the historical significance of the literature; study gender roles and expectations as illustrated in various works; and analyze the tales and lore to discover the connections, similarities, and common themes. Historically and culturally diverse units will focus on the fairy and folk tales of Europe, Asia, North Africa, the Middle East, and the Americas. Prerequisite(s): ENGL 151

**ENGL 240**  
**Women in Literature 3 cr.**

A study of the development of women's literary history from the Middle Ages to the present with an emphasis on the works of the nineteenth, twentieth and twenty-first centuries. This course examines the variety of literature that English-speaking women have produced between the 14th century and the present, paying special attention to the evolution of the female literary tradition and the changing definitions of the woman writer. Prerequisite(s): ENGL 151.

**ENGL 242**  
**Women in Film 3 cr.**

This course studies gender concerns in the art of cinema. It focuses on female images, icons, cultural change and role definition, what has been lost and found at the movies, and the various contributions of women to films and filmmaking. Prerequisite(s): ENGL 151.

**ENGL 244**  
**Women's Lives 3 cr.**

This course will examine the genre of biography as it is used to tell of literary women's lives. Biographies of women writers will be read and discussed in terms of the biographical styles, gender issues, and social contexts. Prerequisite(s): ENGL 151.

**ENGL 251**  
**American Literature I 3 cr.**

A study of literary works and their backgrounds from the beginning of American literature to approximately 1865. Students will read, discuss and write about significant works. Prerequisite(s): ENGL 151.

**ENGL 252**  
**American Literature II** **3 cr.**  
A study of American literary works and their backgrounds from approximately 1865 to the current day. Students will read, discuss and write about significant works. Prerequisite(s): ENGL 151 or permission of the instructor.

**ENGL 253**  
**British Literature I** **3 cr.**  
An introduction to British Literature that provides a broad overview of literary and cultural development through the eighteenth century, with focus on major writers of the Anglo-Saxon period, the ages of Chaucer, Shakespeare, Milton, and Pope, and Neo-Classical writers of the late seventeenth century. Prerequisite(s): ENGL 151.

**ENGL 254**  
**British Literature II** **3 cr.**  
An introduction to British Literature that provides a broad overview of literary and cultural development from 1785 through the current day, with focus on major writers of the Romantic, Victorian, Modern, Mid-Twentieth Century, and Post-Colonial eras. Prerequisite(s): ENGL 151.

**ENGL 255**  
**World Literature I** **3 cr.**  
Reading and discussion of some of the great works of world literature, specifically those not likely to be covered in courses on American, British and Contemporary literature. ENGL 255 considers literature of the Ancient, Medieval, and Renaissance periods. Prerequisite(s): ENGL 151.

**ENGL 256**  
**World Literature II** **3 cr.**  
A study of some of the world's great authors (by non-English writers), from the neoclassicism of the seventeenth century through works of the twentieth century. An emphasis is placed on a diversity of ideas, nations, and genres. Prerequisite(s): ENGL 151.

**ENGL 257**  
**The Short Story** **3 cr.**  
A study of the short story as a literary genre, with a focus on its techniques and historical development. Works by modern and contemporary fiction writers will be emphasized. Prerequisite(s): ENGL 151.

**ENGL 258**  
**The Short Novel** **3 cr.**  
A study of the short novel as a literary genre, with a focus on its techniques and historical development. Students will read, discuss, and write about a number of representative short novels written from 1700 to the present. Prerequisite(s): ENGL 151

**ENGL 259 Advanced Creative Writing** **3 cr.**  
This course provides the opportunity for students to continue work in the creative writing genres - creative non-fiction, poetry, short drama, and short fiction--begun in ENGL 153. Flexible organization and group criticism as well as searching for outside vehicles for recognition and/or publication of student work will contribute to the course's instructional format. Prerequisite(s): ENGL 151 and ENGL 153 or permission of the department.

**ENGL 260**  
**The Shakespeare Plays I** **3 cr.**  
This course examines representative plays from Shakespeare's comedies, histories, tragedies, and later romances. Students will read selected plays and will view filmed performances of the plays. Literary, cultural, and performance considerations of the plays will be examined. Students may repeat the course once for credit as ENGL 261 when new plays are offered. Prerequisite(s): ENGL 151.

**ENGL 280 American Poets: Voices & Visions** **3 cr.**  
This course offers students the opportunity to study the distinctive voices and visions of American poets from Walt Whitman through Robert Frost to Sylvia Plath. Prerequisite(s): ENGL 151.

## ENGLISH AS A SECOND LANGUAGE

**ENSL 002 ESL Elementary English II** **3 nc.**  
This course is designed for non native speakers of English identified as needing English language instruction at the beginning level. Instruction will focus on the conversational skills needed for effective verbal communication. This course cannot be used to satisfy degree requirements. Prerequisite(s): Identification of need by the appropriate score on the Accuplacer Test, the Michigan English Placement Test (MEPT), a beginner's level quiz and recommendation of an ESL advisor.

**ENSL 003 ESL Elementary English III** **3 nc.**  
This course is designed for non native speakers of English identified as needing English language instruction at the high beginning level. Instruction will focus on the conversational skills needed for effective verbal communication. This course cannot be used to satisfy degree requirements. Prerequisite(s): Identification of need by the appropriate score on the Accuplacer Test, the Michigan English Placement Test (MEPT), a beginner's quiz and recommendation of an ESL advisor.

**ENSL 004 ESL Intermediate Listening & Speaking** **3 nc.**  
This course is designed for nonnative speakers of English identified as needing English language instruction at the intermediate level. Instruction will focus on the development of accuracy in the production of spoken English: stress, intonation, and rhythm; as well as the development of listening skills needed to undertake academic work and to understand colloquial speech. The foreign language lab will be utilized to enhance the accuracy of these skills. This course cannot be used to satisfy degree requirements. Prerequisite: Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: None. (ENSL 005 is recommended.)

**ENSL 005 ESL Intermediate Reading & Vocabulary** **3 nc.**  
This course is designed for non-native speakers of English identified as needing English language instruction at the intermediate level. Work will focus on the improvement of reading and vocabulary skills needed to read with greater speed and comprehension. Reading passages will be selected from a variety of sources including: literature, science, social studies and history. This course cannot be used to satisfy degree requirements. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: None (ENSL 004 is recommended).

**ENSL 007 ESL Intermediate Grammar** **3 nc.**  
This course is designed for nonnative speakers of English identified as needing English language instruction at the intermediate level. Using a communicative approach, this course will provide practice, development and internalization of the fundamental structures of English grammar needed for effective spoken and written communication. This course cannot be used to satisfy degree requirements. Prerequisite: Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: ENSL 006.

## ENSL 008

### ESL Advanced Grammar 3 nc.

This course is designed for nonnative speakers of English identified as needing English language instruction at the advanced level. This course will provide an intensive study of English grammar and usage and the mechanics of punctuation, capitalization and spelling. Particular attention will be paid to the most common grammatical problem areas generated by ESL learners when writing compositions. This course cannot be used to satisfy degree requirements. Prerequisites: Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and the Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: ENSL 009. Code 3 course fee.

### ENSL 009 ESL Advanced Reading & Writing 3 nc.

This course is designed for non-native speakers of English identified as needing English language instruction at the advanced level. Work will focus on the skills and vocabulary needed to read college-level texts and to generate written responses that demonstrate a basic mastery of grammar, sentence structure, and paragraph formation. Readings will be content-based passages selected from history, literature and science. This course cannot be used to satisfy degree requirements. Prerequisite(s): Identification of need by appropriate score on the Accuplacer Test and Michigan English Placement Test (MEPT) or recommendation of the instructor. Corequisite: ENSL 008

## ENVIRONMENTAL SCIENCE

### ENVI 152 Environmental Science 4 cr. (3+2)

An introduction to current environmental problems and the processes used to analyze them from perspectives of the biological, geological, and social sciences. Field and laboratory experiences incorporated into the course. Students will be required to travel to offsite laboratory locations. It is highly recommended that students enrolling in this course have completed high school biology and high school chemistry. Code 5 course fee.

### ENVI 154 Introduction to Oceanography 4 cr. (3+2)

An introduction to the study of Oceanography, the study of the major processes that control the world's oceans. This course provides the basic concepts utilized in marine study: biology, chemistry, geology, and physics. Related topics include atmospheric science, microbiology, and meteorology. Field and laboratory study will include marine study along the shoreline. It is highly recommended that students taking this course have completed high school biology, chemistry, and advanced algebra or BIOL 114 and no remedial placement in algebra. Code 3 course fee.

### ENVI 159 Natural Resources Conservation 3 cr. (3+2)

Provides in-depth coverage on the importance of the natural environment and how to protect its many resources for future generations. Outlines many of the national and international environmental problems associated with resource management and conservation, and reviews legislative, technological and methodological solutions to these problems. Field trips to natural reserves and to other appropriate sites will be an integral component of this course. It is highly recommended that students enrolling in this course have taken high school biology and high school chemistry. Prerequisite: ENVI 152. Code 3 course fee.

### ENVI 259 Field Experience/Practicum 3 cr. (1+4)

Required of all environmental science majors. This course is intended to provide an off-campus work-study experience that is planned and conducted under the supervision of an environmental science faculty member. Arrangements must be made well in advance before the course is to be taken. Prerequisites: Permission of the department dean.

## FILM

### FILM 190 World Cinema 3 cr.

The course is a survey of the historical, cultural, and social underpinnings of world cinema. Students will view and study films representing German Expressionism, Soviet Montage, Italian Neo-realism, and French New Wave, as well as Japanese, Latin American, Indian, Chinese, Middle Eastern, and Third World cinema. Students will engage in film analysis and develop skills for critically assessing films. Prerequisite(s): ENGL 151

### FILM 192 Introduction to Film Genres 3 cr.

This course is a survey of film genres, including westerns, comedies, war films, musicals, mystery/suspense, film noir, horror, science fiction, family, and drama. Students will explore the historical and cultural roots and evolution of each genre as well as the elements that contribute to the distinctiveness of each genre. Prerequisite(s): ENGL 151

### FILM 200 Understanding Film 3 cr.

This course will expose students to the genre of film as a contemporary form of literary expression. Course components will include studying the relation of film to literary texts, analyzing the elements of cinema, examining film archetypes and stereotypes, and exploring film's realistic and expressionistic traditions. Prerequisite(s): ENGL 151.

### FILM 202 From Literature to Film 3 cr.

The study of film technique, film production, and narrative fiction are combined in this course. Emphasis is placed on studying the process of adapting short stories, a play, and a novel to the screen by reading the original texts and viewing the films. Students will also adapt a brief excerpt of a piece of fiction to a short screenplay and have the option of developing this screenplay into a short film. Prerequisite(s): ENGL 151.

## FIRE SCIENCE

### FIRE 151 Principles of Fire Protection 3 cr.

The student will describe, analyze and evaluate basic principles in the field of fire protection. Topics include fire behavior, codes and standards, safety, building design and construction, extinguishing agents and systems, alarm and detection devices and fire department organization and administration.

### FIRE 152 Fire Service Construction Principles 3 cr.

The student will gain a knowledge of construction principles of basic concern to the fire service. Various types of building construction design criteria and material behavior will be related to expected outcomes in fire service operations. Prerequisite(s): FIRE 151 or permission of the instructor.



**FIRE 153 Fire Dept. Organization & Management 3 cr.**

The student will describe, analyze and evaluate basic management concepts as they apply to the structure and processes of the modern fire service organization. Emphasis will be placed upon fire service organizational structure, processes and behaviors, records, management information systems, communications, leadership, public relations and the planning, organizing, directing, coordinating and controlling functions. Prerequisite(s): FIRE 151.

**FIRE 154 Fire Fighting Tactics & Strategy 3 cr.**

The student will describe, analyze and evaluate fire fighting strategy and tactics. Topics to be covered include the action plan, control and coordination, company control considerations and systems planning. Prerequisite(s): FIRE 151 or permission of the instructor.

**FIRE 155 Hazardous Materials Incident Analysis 3 cr.**

The student will receive a basic foundation in the fundamentals of hazardous materials incident analysis as it relates to fire service operations. Students will be taught to recognize and to evaluate the hazard potential of commonly used flammable, explosive and toxic hazardous materials and to apply their knowledge of catastrophic situation adjustment to fire fighting operations commonly used to hazardous materials incidents. Prerequisite(s): CHEM 180.

**FIRE 251 Fire Service Hydraulics 3 cr.**

The student will describe, evaluate and apply the basic principles of fire service hydraulics. Topics presented include fire pumps, velocity distribution systems, fire streams, friction loss, insulated devices, alarm systems and automatic sprinkler operations.

**FIRE 254 Elements of Arson Investigation 3 cr.**

The student will conduct a comprehensive examination of the field of arson investigation and evaluate its implications for the fire service. Topics include combustion processes, fuels and accelerants, pyrolysis, investigation procedures and the legal aspects of arson.

**FIRE 255 Fire Prevention & Inspection I 3 cr.**

The student will analyze, evaluate and apply methodology utilized in the field of fire prevention and inspection. Topics included are inspection procedures, common and special fire hazards, occupancy problems and life safety requirements. Students completing this course, which is recognized by the N.J. Bureau of Fire Safety, may obtain licensure as a Fire Official/Inspector. Prerequisite(s): FIRE 151.

**FIRE 256 Fire Prevention & Inspection II 3 cr.**

The student will identify, analyze, evaluate and apply concepts utilized in the administration and enforcement of fire codes and related laws and ordinances. Students completing this course, which is recognized by the N.J. Bureau of Fire Safety, may obtain licensure as a Fire Official. Prerequisite(s): FIRE 151 and FIRE 255.

**FIRE 257 Administration for Fire Officials 3 cr.**

The New Jersey Department of Community Affairs (NJAC 5:18-7.72) requires this course for all fire officials to be certified. The course is a continuation of the Fire Science curriculum, and will prepare the student to be competent in the administrative portion of the Uniform Fire Code. The student will be able to manage a fire prevention and inspection unit. The student will be able to apply modern management principles and concepts required for managing a fire prevention unit.

**FRENCH****FREN 191 Elementary French I 3 cr.**

This course is designed for beginning students or students who have taken one year or less of high school French.

**FREN 192 Elementary French II 3 cr.**

A continuation of FREN 191, stressing the use of conversational dialogues, a comprehensive study of grammar, and readings of French literature chosen to increase the student's ability to read French. It is highly recommended that students enrolling in this course have taken two to three years of high school French if they cannot meet the prerequisite. Prerequisite(s): FREN 191.

**FREN 291 Intermediate French I 3 cr.**

This is an intermediate course designed to further the four basic skills of speaking, reading, writing, and listening begun in FREN 191 and FREN 192. It is highly recommended that students enrolling in this course have taken four years of high school French if they cannot meet the prerequisite. Prerequisite(s): FREN 192.

**FREN 292 Intermediate French II 3 cr.**

A continuation of FREN 291, and the advancement of the student's ability to read fluently from French literature and express him/herself clearly and concisely in both oral and written situations. Prerequisite(s): FREN 291.

**GEOGRAPHY****GEOG 161 World Physical Geography 3 cr.**

Students will gain an understanding of the physical processes which shape the earth's geographic landscape. Physical elements of the earth's systems to be studied include seasons, weather, climate, plant and animal distribution, and landforms and their formation. Effects of human activities on the environment will be stressed.

**GEOG 162 Human Geography 3 cr.**

Students will study the relationships between society and space, and the effects of these relationships on the surface of the earth. The goal is for the student to leave the classroom at the end of the semester with some understanding of why in the world things are where they are.

**GERMAN****GRMN 191 Elementary German I 3 cr.**

This course is for beginning students, for students who have taken one year or less of high school German, and for those wishing to refresh and further develop the four basic skills of speaking, listening, reading, and writing. Progressing from simple vocabulary and sentence structure, the student is encouraged to speak the language in simple conversational patterns. An introduction to German customs, including food and beverages, culture and civilization is a fringe benefit of the course.

**GRMN 192 Elementary German II 3 cr.**

This course is a continuation of oral practice combined with reading of interesting and thought-provoking texts. Additional exposure to the four language skills of speaking, listening, reading and writing will contribute to the student's overall confidence in handling a foreign language. Further exposure to German customs, culture, and civilization is part of the course. It is highly recommended that students enrolling in this course have taken two to three years of high school German if they cannot meet the prerequisite. Prerequisite(s): GRMN 191.

**GRMN 291****Intermediate German I 3 cr.**

The conversational approach to language learning is emphasized and coupled with the development of advanced language skills of speaking, listening, reading, and writing. The student is carefully guided through a structured review of elementary language skills achieved by means of explanation, conversation and group discussion based on current events and texts dealing with politics, sports, history, and literature. Selected texts and musical samples will enable the student to appreciate the time and life of Bach, Beethoven, Goethe and other features of German art and culture. It is highly recommended that students enrolling in this course have taken four years of high school German if they cannot meet the prerequisite. Prerequisite(s): GRMN 192.

**GRMN 292****Intermediate German II 3 cr.**

Continuation of a carefully guided and structured review of language skills acquired earlier with an emphasis on oral practice and written exercises. Material of increasing difficulty and covering areas of special interest will be used to fine-tune and refine advanced language skills. Prerequisite(s): GRMN 291.

**GRAPHIC DESIGN****COCG 160 Introduction to Macintosh/Painter 2 cr. (1+3)**

An introductory course which will familiarize students with basic MAC operations. This course also provides students with the fundamentals of Paintbox, photo retouching and image manipulation on the computer. No computer graphics experience is needed. Code 4 course fee.

**COCG 161 Painter/Paintbox Applications 2 cr. (1+3)**

This course is designed to explore the intricacies of, and to develop an expertise in the Painter program. The student will develop advanced computer graphic techniques for use in illustration, advertising, photo manipulation, animation and T.V. graphics. Prerequisite(s): COCG 160 or MAC proficiency. Code 3 course fee.

**COCG 162 Design Fundamentals 3 cr. (1+4)**

Fundamentals of layout and typography will be addressed through the use of appropriate software. The history of type, type as a design element and layout fundamentals will be emphasized. Non-Art majors should consult with the Dean of Humanities, Fine Arts, and Media Studies. Prerequisite(s): COCG 160 or MAC proficiency. Code 3 course fee.

**COCG 163****Photoshop 3 cr. (1+4)**

Image manipulation and applied illustrative techniques for the photographer/illustrator/designer will be explored in this course. The course stresses the compositional and aesthetic aspects of the digital artist through the use of electronic manipulation in the production of the artistic product. ARTS 184 recommended. Prerequisite(s): COCG 160. Code 3 course fee.

**COCG 164****Adobe Illustrator 3 cr. (1+4)**

An industry-level course to familiarize students with Adobe Illustrator, a PostScript drawing program used to generate and edit illustrations in various digital formats. Prerequisite(s): COCG 160 or MAC proficiency and COCG 161. Code 3 course fee.

**COCG 165****Graphics Portfolio 3 cr. (1+4)**

A course utilizing specific assignments from Design Fundamentals, Photoshop and Adobe Illustrator to create a complete presentation package for a potential client. The student will be responsible for the development of a project from initial client interview through roughs, comps, mechanicals and dummies. Assignments identified in previous classes will be incorporated into this class so the student will develop a sense of continuity and will become familiar with all the ramifications inherent to production graphics. Prerequisite(s): COCG 162, COCG 163 & COCG 164. Code 3 course fee.

**GREEK****GREK 100 Greek I 3 cr.**

This course is an introduction to Greek with emphasis on listening, vocabulary, reading and pronunciation skills. The course also explores the Greek language roots and vocabulary in specialized fields of study, including history, science, English, art, psychology, and mathematics.

**GREK 102 Greek II 3 cr.**

This course emphasizes essential skills of modern Greek: listening, reading, writing, pronunciation, grammar, vocabulary and translation. Also emphasized are the connection between Greek roots and college-level vocabulary in specialized fields and the history and culture of Greece. Prerequisite: GREK 100.

**HEBREW****HEBR 151 Elementary Modern Hebrew I 3 cr.**

Through reading, writing, listening, and speaking, this beginner's course introduces the basic elements of the Hebrew language and the acquisition of the rudimentary elements of the Hebrew alphabet, pronunciation, grammar, and syntax. No prior knowledge of Hebrew is required.

**HEBR 152 Elementary Modern Hebrew II 3 cr.**

This course is a continuation of Elementary Modern Hebrew I and builds upon and further develops the primary language skills introduced in the previous semester. Basic competence in the four areas of language (reading, writing, grammar, and speech) is acquired through extensive practice of grammar, reading various Hebrew and Israeli texts, and writing. Communication skills are enhanced through conversations based on everyday situations. Prerequisite(s): HEBR 151

**HEALTH & HUMAN PERFORMANCE****HEHP 100****Aerobic Conditioning 1 cr.**

An aerobic conditioning program which utilizes jogging, power walking, stationary cycling, steppers, elliptical, treadmills, rhythmic exercise and calisthenics. Code 1 course fee.

**HEHP 101 Weight Training & Body Building 1 cr.**

This course is designed for students whose primary interest is learning the principles of strength body shaping. Code 1 course fee.

**HEHP 102 Volleyball 1 cr.**

A study of the fundamental rules and etiquette of play including the progression from simple to complex skills. Code 1 course fee.

**HEHP 103 Track & Field 1 cr.**

A study of the fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 104 Badminton 1 cr.**

A study of the fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 105 Soccer 1 cr.**

A study of the fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 106 Basketball 1 cr.**  
A study of fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 107 Softball 1 cr.**  
A study of the fundamental rules and etiquette of play including the progression from simple to complex skills. Code 1 course fee.

**HEHP 108 Golf 1 cr.**  
A study of the fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 109 Tennis 1 cr.**  
A study of the fundamental rules and etiquette of play, including the progression from simple to complex skills. Code 1 course fee.

**HEHP 110 Applied Modern Health I 2 cr. (1+2)**  
This course fulfills the Health & Human Performance requirement for graduation. Please note that this is a 2 credit course. Similar topics are covered in HEHP 225 Contemporary Health. The major difference between this course and HEHP 225 is the physical element. Students will be required to either walk, jog, or swim. In addition, the fitness room circuit weight training and other forms of aerobic exercise are included. Health lectures include wellness, fitness, cardiovascular system, nutrition, weight control, cancer, sexuality, sexually transmitted infection, including HIV/AIDs. The measurement of blood pressure and body composition are provided. Code 2 course fee.

**HEHP 111 Gymnastics 2 cr.**  
An introduction to basic gymnastic skills designated to develop the students' skills and knowledge in gymnastics. Code 4 course fee.

**HEHP 150 Swimming I 1 cr.**  
This course is for students who have no knowledge of swimming techniques. Designed to assist in overcoming the fear of water. An elective course designed to orient the student to the water and instruct in propulsion across and through the water. Instruction in elementary forms of rescue, flotation and buoyancy, body position, artificial respiration, pool orientation and safety, ocean swimming (tides, currents), lake and river swimming (polluted water, submerged objects, currents), care of eyes, ears and skin, diving and simple games. Code 2 course fee.

**HEHP 151 Swimming II 1 cr.**  
Swimming II is an elective course for those students who have either completed Swimming I and/or have the skills of the American Red Cross Swimming Level 4 or higher. Students must be able to swim 25 yards of each of the 5 basic strokes: freestyle, backstroke, elementary backstroke, breast stroke and side stroke. This course will develop advanced techniques and endurance in swimming proper entries, starts and turns. Additional instruction in elementary forms of rescue and spinal injury management will be included. A Professional Rescuer CPR course will be part of the certification. Upon completion of the course students will receive an American Red Cross level 5 or 6 certificate. Student must come prepared to swim the first day of class. Code 1 course fee.

**HEHP 152 Lifeguarding 2 cr. (1+2)**  
This course will teach individuals the skills and knowledge needed to prevent and respond to aquatic emergencies as set forth by the American Red Cross. The class will cover such topics to prepare them to recognize and respond quickly and effectively to emergencies and prevent drowning and injuries. This class will be a combination of swimming skills necessary to perform the job as well as classroom activities in recognition, CPR and First Aid. Students will receive American Red Cross certifications in Lifeguarding and First Aid for 3 years and a 1 year certification in CPR & AED for the Professional Rescuer upon successful completion of the course. STUDENTS MUST COME PREPARED TO TAKE THE PRECOURSE SWIM TEST THE FIRST DAY OF CLASS. Students should have completed either Swimming 1 concurrently or have American Red Cross level 4 or higher skills. Students should be able to swim the American Red Cross entry level test. The test includes swimming 300 yards of front crawl (freestyle) and breaststroke, swim 20 yards and retrieve a brick from 7 - 10 feet of water. Code 2 course fee.

**HEHP 160 First Aid/CPR/AED for the Workplace, Schools and the Community 3 cr.**  
A elective course designed to prepare the student in basic First Aid care to the sick or injured. Classroom drills and practice will prepare the student to react properly in an accident situation, plan his/her actions and exercise good judgment in adapting his/her classroom training to the accident scene. Students who successfully complete the course will receive their American Red Cross Community First Aid/CPR/AED for schools and community certification. Certification is based on Red Cross requirements. Code 2 course fee.

**HEHP 172 International Folk Dance I 1 cr.**  
Students enrolling in this course will learn and perform a variety of basic dance steps and folk dances from the Balkans, Macedonia, Greece, Israel, France, England, Scotland, Ireland, Russia, Poland, Bolivia, Turkey, South Africa, and the United States. Code 2 course fee.

**HEHP 173 International Folk Dance II 1 cr.**  
International Folk Dance has become a popular and fun recreational activity. The dances included in this course were chosen because they are enjoyable, exotic, cultural, interesting and provide a variety of basic steps. They come from many countries, including The Balkans, Macedonia, Greece, Israel, France, England, Scotland, Ireland, Russia, Poland, Syria, Bolivia, Turkey, Africa and the United States. Code 2 course fee.

**HEHP 186 Principles of Coaching 3 cr.**  
This course is a comprehensive introduction to the coaching profession with emphasis on coaching for high school and club-level sports as well as for youth, recreational, and intercollegiate sports programs. Students will learn concepts and techniques of coaching used in working with athletes. Upon successful completion of the course, students may take a comprehensive exam administered by the American Sport Education Program (ASEP). Students who already possess a standard teaching certificate or a county substitute teacher certificate and who pass this exam will fulfill the educational portion (one of several requirements) of the New Jersey State Interscholastic Athletic Association's (NJSIAA) coaching certification regulations.

**HEHP 188 Introduction to Nutrition 3 cr.**  
This course introduces students to the basic concepts of nutrition and provides information they can use in making dietary decisions. Topics covered include guidelines for a healthy diet; carbohydrates, fats, proteins, vitamins, and minerals; digestion; food safety; and world hunger. HEHP 188 may provide a foundation for the more advanced Nursing Nutrition course. However, students enrolling in the AAS in Nursing program cannot use this course to replace NURS 174: Nutrition.

**HEHP 210 Karate I 2 cr. (1+2)**  
An elective course designed for students and adults of the community who wish to learn the mechanics and techniques of Karate as a means of developing new activity patterns for health, conditioning and self-defense. Code 2 course fee.



**HEHP 225  
Contemporary Health 3 cr.**

Students will develop skills needed to meet challenges to their health and optimize their physical and psychological well-being. Topics to be examined include consumer education, fitness, family living, nutrition, mental health, dependency, substance abuse, and infectious and chronic diseases. The focus of the course will be on the importance of critical thinking emphasizing self-empowerment, prevention and understanding of the health impact on human diversity. Will fulfill General Education Requirements. Code 2 course fee.

**HEHP 226  
Women's Health 3 cr.**

An elective course designed to provide health information pertinent to Women's Health and Wellness for the new century. It may also be transferable into the Exercise Science, Women's Studies, and Nursing programs at four year institutions. Health care needs of women including promoting health, maintaining wellness, and common physical and psychological conditions pertinent to health are identified. Historical, political, economic and social influences will be examined for their impact on women as consumers and providers of health care. Strategies to empower women to change their outlook of how they deal with the present health care system will be explained. Code 2 course fee.

**HEHP 227 Introduction to Public Health 3 cr.**

This course introduces the student to the current issues in public health today from a local perspective to a global perspective. It includes such areas as community health problems, communicable disease control and the roles of public health professionals including nursing.

**HEHP 228 Care & Prevention of Athletic Injuries 3 cr.**

This is an introductory course designed to instruct the student in the care and prevention of athletic injuries. This course is essential for the future physical education teacher, coach or athletic trainer. Instruction in First Aid, taping techniques, hot and cold therapy, and situational practices will be included. Code 2 course fee.

**HEHP 237  
Sports Officiating 3 cr.**

An elective course designed to teach students and adults of the community the rules and regulations for specific sports and how to apply them in games. Current rules changes will be reviewed and discussed. Some time will be spent on the psychology of officiating, responsibilities of the official, game control techniques, and issues faced by sports officials. Code 2 course fee.

**HEHP 238  
Management & Rehabilitation of Athletic Injuries 3 cr.**

An elective course designed to present information and techniques in the use of therapeutic modalities and exercise. This information will be used to relate theory to practice in order to effectively rehabilitate the injured athlete. The student will not only participate in the classroom, but will also gain valuable field experience. Code 2 course fee.

**HEHP 239 Strength & Conditioning Physiology 3 cr.**

An elective course designed to present information and techniques associated with the physiological effects of movement and exercise on the human body. The student will also gain valuable knowledge in basic human anatomy, along with the movements that various musculature is responsible for. This information will be used to train athletes to reach their greatest level of fitness, as well as prevent athletic injury. Code 2 course fee.

**HEHP 240  
Exercise Physiology 3 cr.**

An elective course intended for students interested in a career in exercise science; physiologists; physical educators; coaches; sports medicine/physical therapists. The student will gain knowledge in the theory and application of exercise physiology, cardiac rehabilitation, sports performance and fitness. In addition, this course will include information on training for improvements, exercise metabolism, neuromuscular function, and health related fitness. It is highly recommended that students enrolling in this course have taken high school biology or HEHP 239. Code 2 course fee.

**HEHP 252 Nutrition for Fitness & Sport 3 cr.**

This course is designed to improve fitness and sports abilities for individuals who are participating in exercise. Students will examine the significance of nutrition, fluid intake, and body composition and their relationship to physical performance, including special considerations based upon age and gender. Students enrolling in the AAS in Nursing program cannot use this course to replace NURS 174: Nutrition. Code 2 course fee.

**HEHP 261 American Red Cross & CPR Instructor 3 cr. (2+2)**

This is an elective course designed to prepare the students with the correct methods to administer and teach the proper CPR and First Aid techniques at both the Lay and Professional Rescuer levels. It is a methodology course which will include the Red Cross Fundamentals of Instructor Training (F.I.T.) designed to instruct students in the various techniques required to become an instructor and evaluator of Red Cross courses. Students will be eligible to receive the following American Red Cross certifications: CPR/AED for the professional Rescuer, First Aid and CPR/AED for Schools and Workplace Instructor, and CPR/AED for the Professional Rescuer Instructor. Attendance is mandatory since this is a hands-on course. Upon successful completion, students will be able to conduct classes in the public and school sector. Prerequisite(s): HEHP 160 or the course equivalent. Code 2 course fee.

**HEHP 265 Kinesiology 3 cr.**

An overview of the study of human motion, structure and function. Principles governing movements related to the muscles, bones, and joints are emphasized. This information will be used to analyze performance and motor skills. Prerequisite(s): BIOL 130. Code 2 course fee.

**HEHP 266 Exercise & Health Counseling 3 cr.**

A personal trainer certification course designed to develop and enhance clinical and practical fitness assessment and performance skill. The student will learn to properly screen and evaluate individuals for safe participation in an exercise program; design and implement exercise prescriptions for multiple populations; and apply principles of exercise in a personal training environment. A personal training certification is available through the National Council of Strength and Fitness upon successful completion of course requirements. Corequisite: HEHP 160 & HEHP 239. Code 1 course fee.

**HEHP 267  
Sports Management 3 cr.**

This course will provide students with an introduction to the planning, organizing and management of sports organizations and facilities. This course provides the student with an overview of the sports industry, as well as issues encountered by managers. The course will emphasize how management techniques can be applied to effectively address these issues.

## **HEHP 290** **Health & Human Performance** **Internship 3 cr. (0+0+9)**

This course offers students the opportunity to apply the academic knowledge gained in the classroom to a work environment. The 135-hour internship will be directly related to career goals in the areas of health, fitness, sports medicine, and sports management. By completing the internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisite(s): Applicants must attain a minimum of 2.5 cumulative grade point average. Applicants must have completed HEHP 160 and HEHP 239. Applicants must comply with the Ocean County College Internship Guidelines and complete an Internship Application.

## **HISTORY**

### **HIST 100 History of Civil Society in America 3 cr.**

This course examines the growth of values shaping American Society, with comparisons to cross-cultural case studies. It will also review the historical antecedents of modern America with special focus on the interrelationships between institutions and individuals that have shaped the idea of civil society in the United States. The course will also explore how the American experience contributes to an understanding of other historical contexts.

### **HIST 171** **Western Civilization I 3 cr.**

A survey of Western history from the earliest civilizations to the beginning of the modern era. Emphasis is placed on the changes through time in political, social and religious institutions as well as on intellectual and cultural achievements. The course is designed to help the student better understand self and society by becoming acquainted with the past history of the Western world.

### **HIST 172** **Western Civilization II 3 cr.**

The survey of Western history is continued from the early modern period to the present. The political, social and industrial revolutions of the 18th and 19th centuries are studied as a prelude to the military conflicts, social changes and intellectual currents of the twentieth century. The course is designed to help students understand the world of today by studying the recent history of their own society.

### **HIST 173 United States History I (to 1877) 3 cr.**

A survey of the history of the United States from the discovery of the Western Hemisphere to the end of the Reconstruction period (1877). The course includes political, social and economic factors important in the foundation of America.

### **HIST 174 United States History II (Since 1877) 3 cr.**

This course traces developments since the end of the Civil War with emphasis on reconstruction, the industrialization of America and her emergence as a world power, the two World Wars, and the post-World War II era to the present.

### **HIST 175** **History of New Jersey 3 cr.**

This course is designed to teach the development of New Jersey, from Lenni-Lenape to the cultural pluralism of today. It will deal with all aspects of life in the state: social, religious, economic, educational and political.

### **HIST 176 United States Military History (Colonial-1975) 3 cr.**

A study of the U.S. Military history from the Colonial times to the 20th Century. Special emphasis is placed on the causes and results of wars, leaders and battles, and the impact U.S. Military History has had in the world. U.S. History I and II and/or a comprehensive knowledge of America history are highly recommended for students enrolling in this course.

### **HIST 179** **America in the 1960s 3 cr.**

This course investigates one of the seminal decades in modern American history. In this ten-year period, events and movements of particular importance occurred which continue to impact in contemporary life. Some of the topics to be examined include the civil rights movement, the assassinations of several prominent leaders, the moon landing, the Vietnam War and the new significance of popular culture in American life.

### **HIST 181** **World Civilization I 3 cr.**

World Civilization I is an historical introduction to the major civilizations of the world from prehistory to approximately the 16th century. It includes the key chapters of the world's societies, their contributions and the interaction between them: culturally, religiously, economically and politically.

### **HIST 182** **World Civilization II 3 cr.**

World Civilization II examines the patterns of global history as they emerge in various regions of the world from the mid-17th century to the present day. Students will gain a deeper understanding of cultural diversity and historical trends that have helped shape today's world.

### **HIST 230 America & the West After World War II 3 cr.**

This course will examine the economic systems, political theories, and social developments in the United States, Great Britain, and Europe after World War II. This course will survey events such as, the "Cold War", "Korean War", "Civil Rights Movement", "Changing Demographics and the growth of the Sun Belt", and the "United States' heightened military involvement in the Middle East." Through the tracing of these events, students will gain an understanding of the alliances and policies which have influenced modern day relations between America and the West since 1945.

### **HIST 251 Study Abroad Seminar: Battlefields of the World Wars 3 cr. (2+2)**

This study abroad seminar focuses on the World War I battlefield of Verdun and the World War II battlefields of Normandy. It will combine classroom lecture and research paper writing with onsite visits to the museums, beaches and fortifications of Verdun and Normandy. As students walk these beaches and fields, they will gain a deeper and richer understanding of the events that happened there in 1916 and 1944, respectively. Students taking this course will engage in critical thinking, historical analysis, and experiential learning.

### **HIST 268 History & Culture of the Jewish People 3 cr.**

Using an interdisciplinary approach, and topics that will vary semester to semester, this course will introduce students to Judaism with emphasis on the historical, social and cultural dimensions of Jewish life including customs and beliefs, music, art, film, and literature.

### **HIST 272** **History of Russia 3 cr.**

The course traces the evolution of Russian society and the Russian state from its inception more than one thousand years ago to the present. Special attention will be given to the abrupt and radical changes that mark the transition from one epoch to another, especially from the Kievan to the Tartar period, from the Moscovite to the Imperial and from the Imperial to the Soviet. Singled out will also be the reforms in the Russian empire from the emancipation of the serfs to the First World War. In the Soviet period the course will stress the development of the Soviet system and the development of the international communist movement.

**HIST 275 History & Culture of China 3 cr.**

A survey of Chinese civilization from prehistoric times to the People's Republic of China. This course covers the following aspects of Chinese culture: art, literature, religion, science and political, economic, social and intellectual history. The role of Confucianism in the development of Chinese culture will receive special emphasis.

**HIST 278 History of the Arab World Since World War I 3 cr.**

A survey of the modern political states in the Arab World, and of the social, cultural, and religious forces that have shaped these states since World War I. This course considers, among other issues, the geopolitical and economic significance of the area, on-going interstate and intrastate conflicts in the region, and the American interests and involvement within the Arab World. Prerequisite: Sophomore standing or permission of the instructor.

**HIST 282 Modern Israel 3 cr.**

An introduction to contemporary Israel from the inception of Zionism to the modern state, including historical, social, religious, military, diplomatic, and political developments.

## HOMELAND SECURITY

**HLSC 170 Introduction to Homeland Security 3 cr.**

This course considers some of the challenges of maintaining the safety and security of citizens, key assets, and critical infrastructure in a democratic society. Analyses of past and present efforts to strike a balance between individual rights and the prevention and control of subversive acts and terrorism shall be undertaken.

**HLSC 171 Fundamentals of Emergency Management 3 cr.**

This course introduces issues pertaining to domestic preparedness and the management of an all-hazards approach to emergency operations. A primary focus of the course is to explain the importance of incident preparation and consequence management. The four aspects of emergency management (mitigation, preparedness, response, and recovery) will be emphasized. Other topics include agency interoperability, crisis, and consequence management.

**HLSC 172 Domestic & International Terrorism 3 cr.**

This course examines the origins of terrorism, its present status, and its implications for the future. It focuses on influences that lead to extremist views and terrorist activities and offers a dialog from which one may better understand, prevent, and survive terrorist behavior. The course also presents an overview of the nation's attempt to meet the threats posed by other man-made and natural disasters and highlights the importance of the rapidly growing security industry as a possible field of employment.

**HLSC 173 Introduction to Security 3 cr.**

This course introduces students to the goals of security management. The historical and legal aspects of security will be examined within the framework of structural, electronic, informational, and human protection systems. Other topics presented in the course include: risk assessment, planning, program implementation and administration, intelligence gathering, investigations, and industrial and institutional security. The qualities and competencies of effective security leadership shall also be addressed with emphasis on the importance of ethical behavior and the need for professionalism.

**HLSC 174 Introduction to the Intelligence Function 3 cr.**

This course provides an overview of the intelligence process which is used to gather, interpret, analyze, and share information. It also explores the implications of collecting, storing, accessing and using such information in a democratic society. Students will explore the complexities of harnessing information and the constitutional limitations of intelligence gathering in a free and civil society.

**HLSC 201 Organizational Integration & Management 3 cr.**

This course studies the inter-organizational contexts that are necessary to render efficient and effective government services and to provide safety and security to citizens on a day-to-day basis and during a crisis. Students will study critical relationships among various governmental agencies, NGOs, and private sector agencies.

**HLSC 210 Risk Management & Analysis 3 cr.**

This course considers the analytical approach to threat assessment and risk management and examines the challenges of balancing liberty and security in a free society. The course will culminate in students preparing a security survey. Prerequisite(s): HLSC 173

## HONORS

**HONR 280 Honors Interdisciplinary Seminar 3 cr.**

This course is organized thematically and is designed to cover a broad range of material from a variety of disciplines. Themes focus on questions arising in the arts and humanities, the social sciences, the natural sciences, and global issues. Experts from the fields of medicine, business, and community development may be invited to give guest lectures. Although this course is designed for students attempting to earn an Academic Honors Recognition (AHR) and permission of the AHR Coordinator is required, any student wishing to engage in interdisciplinary study and research may request permission to enroll. Prerequisite(s): ENGL 151 & Instructor's Consent.

**HONR 281 Honors Research Project 1 cr. (0+0+3)**

Students pursuing the Academic Honors Recognition (AHR) will conduct an independent scholarly investigation of a topic particular area or areas of interest. Each student will work under the supervision of an Honors Research Project faculty mentor to produce a research-based original paper subject to the approval of the AHR Coordinator. Prerequisite(s): HONR 280.

## HUMANITIES

**HUMN 200 Humanities I: Modernism 3 cr.**

The artistic movement known as Modernism produced the most comprehensive change in Western culture since Romanticism. This course enables the student to see connections among literature, art, and music from a Modernistic, multiculturally diverse perspective. Students will collaboratively study, discuss and make use of journals to write about a variety of modernist works. Prerequisite: ENGL 151.

**HUMN 201 Humanities II: Postmodernism 3 cr.**

This interdisciplinary course focuses on the connections among literature, art, and music during the postmodern era lasting from 1945 to the present. Students will study, discuss and write about a variety of works as they relate to historical events, societal change, and the rich diversity of this period. Prerequisite(s): ENGL 151



**HUMN 210 Leadership and the Humanities 3 cr.**

This is an interdisciplinary humanities course that examines leadership issues. The course includes classic and current literature on leadership that encompasses a philosophical and historical perspective. The course uses reading materials and films, case studies in leadership, and experimental learning exercises, a mentoring program, and service learning projects. Prerequisite(s): ENGL 151

**HUMN 297 Special Topics in the Humanities 3 cr.**

This course is designed for Honors Students to study, in a seminar format, interdisciplinary topics in the Humanities. The course will vary in content, but will retain the consistent objective of integrating two or more Humanities disciplines (art, music, theater, literature, philosophy) in the analysis of culture and its artifacts. The course will be mindful of contemporary cultural theory in its approach to selected topics. Prerequisite(s): ENGL 151 and placement in the Honors program.

**HUMAN SERVICES****HSRV 100 Introduction to Developmental Disabilities 3 cr.**

This course is designed (1) to provide direct support professionals in the field of developmental disabilities with an in-depth understanding of the many ways that developmental disabilities affect the lives of individuals and families and (2) to prepare direct support professionals for a variety of roles in the field. This history of developmental disabilities and support systems will also be addressed in this course.

**HSRV 191 Human Services as a Social Institution 3 cr.**

A survey course for students who are interested in exploring social problems and how the field of human services responds through organized social programs. The course will examine welfare reform in America and will explore poverty, services to families and children, violence, addictions, delinquency, crime, emotional problems, racism, sexism and other timely issues facing our society.

**HSRV 194 Interviewing & Communication Techniques 3 cr.**

This course focuses on the development of personal insight into the process of human communications through examination of theory, discussions and experiential laboratory exercises. Its major goal is to develop an understanding of the processes of human communication and to provide an opportunity for each student to experiment with his or her own personal communicative behavior. The course will also include theories of interpersonal relationships, and verbal and nonverbal skills necessary for effectiveness in the human services field. Required course for Human Services Technician majors. Prerequisite(s): PSYC 172.

**HSRV 200 Gerontology: The Study of Aging 3 cr.**

An introduction to gerontology, including the socio-cultural, psychologic-biological factors in aging.

**HSRV 291 Principles of Social Work 3 cr.**

This course is designed to introduce the student to various practices and principles in the field of social work and the social work method. Generalist values and philosophy will be examined. The role of the social worker in relation to clients and the other helping professions and as an agency and societal representative will be considered. The helping process and specific intervention skills will be illustrated by materials drawn from case, managers, group work, community practice methods and from a variety of counseling theories. Prerequisite(s): HSRV 191 or permission of the instructor.

**INFORMATION LITERACY****INFO 110 Library Research Skills & Information Literacy 3 cr.**

In this course, students will learn researching skills using databases, computers, the Internet and electronic media along with traditional print information sources. Understanding the commonalities of how information is indexed and organized will allow students to develop a contextual framework vital to finding and evaluating relevant information for their research needs. Students will develop the ability to make ethical and legal choices in using the information they find.

**INTERNSHIPS****INTR 290 Internship 3 cr. (0+0+9)**

This course offers students the opportunity to apply academic knowledge gained from the classroom to various work environments. The 135-hour internship will be directly related to students' career goals in their areas of study. By completing an internship, students will be involved in emerging workplace trends and enhance their employability. Students wishing to transfer their internship credits to a four-year baccalaureate program should consult the college or university to which they wish to transfer. Prerequisite(s): Applicants must also comply with the Ocean County College Internship Guidelines and complete an Internship Application, which are available in the Academic Affairs Office. Applicants must also have an overall GPA of 2.5.

**ITALIAN****ITAL 100 Elementary Italian I 3 cr.**

This is an elementary college-level course that focuses on the development of basic conversation, reading and writing skills. Equal attention will be given to grammar structures and to the development of a vocabulary that will enable students to have simple but useful everyday conversations. The course is designed for beginning students or students who have taken one year or less of high school Italian.

**ITAL 102 Elementary Italian II 3 cr.**

This is an elementary college-level course that focuses on the development of basic conversation, reading and writing skills. Equal attention will be given to grammar structures and to the development of a vocabulary that will enable students to have simple but useful everyday conversations. It is highly recommended that students enrolling in this course have taken two to three years of high school Italian if they cannot meet the prerequisite. Prerequisite(s): ITAL 100.

**LATIN****LATN 100 Elementary Latin I 3 cr.**

While the focus of the class is on the orations of Cicero against Catline, translation of other authors are given equal weight. These relate to the politics, geography and culture of the Roman world and to later European cultures influenced by Latin. The 1st and the 4th orations against Cataline are also covered. This course is designed for beginning students or students who have taken one year or less of high school Latin.

**LATN 102**  
**Elementary Latin II 3 cr.**

This course promotes the skill areas of translating, reading and scansion of Virgil. The complexities of translation and of the accurate pronunciation of Roman poetry in dactylic hexameter are emphasized. Special attention is paid to the life, art, genius and influence of the author of the Aeneid. The central themes of his book (such as love, suffering, patriotism, and duty) are studied closely, as are authors such as Homer, Lucretius, Catullus and Dante, who are related to an understanding of Virgil. It is highly recommended that students enrolling in this course have taken two to three years of high school Latin if they cannot meet the prerequisite. Prerequisite(s): LATN 100.

**LATN 201**  
**Intermediate Latin I 3 cr.**

This course studies the works of Cicero and the prose writings of other Latin authors, including Pliny and Allust. It is highly recommended that students enrolling in this course have taken four years of high school Latin if they cannot meet the prerequisite. Prerequisite(s): LATN 102.

**LATN 202**  
**Intermediate Latin II 3 cr.**

This course promotes the skill areas of translating, reading and scansion of Virgil. The complexities of translation and of the accurate pronunciation of Roman poetry in dactylic hexameter are emphasized. Special attention is paid to the influence of Virgil's AENEID. Prerequisite(s): LATN 201.

## LEGAL

**LAAW 101 Introduction to Law & Legal Assisting 3 cr.**

A survey of the philosophical and historical background of the Federal and State systems of jurisprudence. An introduction to the nature and functions of the agencies responsible for administration of the State law. Develops and examines the role of the paralegal in his relation to the supervising attorney both as to ethical and professional concerns.

**LAAW 104 Introduction to Litigation 3 cr.**

An analysis of the common types of litigation, premises of litigation, sources of law, the court systems, attorneys, types of suits, usual defenses, New Jersey civil procedure, discovery procedures, court procedures, trial, post-trial motion, appeal, enforcement of judgment. Particular attention to the role of the legal assistant in preparation of documents and assistance to attorneys in matters of litigation. Prerequisite(s): LAAW 101.

**LAAW 105 Health Care & Elder Law 3 cr.**

This course is designed for the legal assistant or health care professional who wants to further understand the legal requirements and legal influence in the delivery of health care services. Regulatory law, statutory law, and case law will be presented and studied.

**LAAW 106 Mediation & Conflict Resolution 3 cr.**

A study of the emerging field of conflict resolution as it relates to the paralegal. The course emphasizes alternative methods of resolving legal conflicts. The philosophy of the course embodies the idea that alternative methods of conflict resolution improve the quality of decision making, develop a greater capacity for avoiding protracted disputes and create a culture of cooperation. These are skills necessary for the paralegal as the field of law evolves from confrontation to cooperation.

**LAAW 108 Introduction to Employment Law 3 cr.**

This course is for employers, employees, paralegals, and other interested parties. Students will study common principles, United States and New Jersey legislations and administrative regulations, and legal issues affecting employee selection, employee termination, equal employment, labor-management relations, and privacy. This course is not intended for transfer. It offers an opportunity for professional development for people currently employed in jobs related to law and human resources management.

**LAAW 201 Legal Research & Writing for Paralegals 3 cr.**

An introduction to legal research and writing designed for the legal assistant. The student will become familiar with the law library and the various legal reference material needed in determining the applicable law. Students will write memoranda presenting the results of the research. The course will contain several problems requiring legal research and memorandum writing utilizing statutes, case reports, citators, encyclopedias and other reference material. Prerequisite(s): LAAW 101 and ENGL 151.

**LAAW 203 Law Office Management 3 cr.**

A course designed to prepare the paralegal to understand, work within and manage a law office. The functions and skills of planning, organizing, controlling and directing a law office are explored along with the parameters and policies of the business of law which will provide a strong foundation upon which to build a legal career. Prerequisite(s): LAAW 101 or consent of instructor.

**LAAW 204**  
**Estate Administration 3 cr.**

A study of the common forms of wills and trusts. A survey of the principles of law applying to each and of the specific statutes and codes relating to each. The matter of intestacy is also studied. Deals with the organization and jurisdiction of probate court. Concerns the planning and administration of estates and tax implications thereof. Specifically relates the role of the paralegal in preparing research and documentation for trust and estate matters.

**LAAW 206**  
**New Jersey Family Law 3 cr.**

This course is the study of the legal and practical application of Family Law as it applies to the paralegal. The course covers the law as it applies to matrimonial and custody issues, Juvenile Court and Adoption, etc.

**LAAW 210**  
**Medical Legal Ethics 3 cr.**

An examination of the major ethical codes of the medical and legal professions as set forth by the American Bar Association, the American Medical Association, the American Nurses Association, the American Association of Legal Nurse Consultants, the National Association of Legal Assistants, and the National Federation of Paralegal Associations. Also an examination of the application of the principles of these codes to contemporary medical and legal issues, emphasizing the role of the legal nurse.

## MATHEMATICS

**MATH 001**  
**Basic Mathematics 3 cr.**

For students who need to remediate their arithmetic deficiencies, MATH 001 reviews computations with whole numbers, fractions, decimals and percents. Emphasis is placed on practical applications requiring computational skills. This course cannot be used to satisfy degree requirements. Code 1 course fee.

**MATH 011**  
**Introduction to Algebra I 3 cr.**

A course designed for those students who do not have the necessary background in basic algebra or are in need of a thorough review of basic algebra. Topics include: Operations with real numbers, solution of linear equations and linear inequalities with mathematical modeling of real life applications, graphing linear equations and inequalities, solving systems of linear equations with mathematical modeling of applications and operations with polynomials. This course cannot be used to satisfy degree requirements. Code 1 course fee.

**MATH 012 Introduction to Algebra II 3 cr.**

A continuation of MATH 011. Topics include factoring a polynomial, solving quadratic and cubic equations, rational expressions, equations of straight lines, radical expressions and the application of algebraic techniques to problem solving. This course cannot be used to satisfy degree requirements. Prerequisite(s): MATH 011 minimum grade "C". Code 1 course fee.

**MATH 147 Business Mathematics I 3 cr.**

Topics include simple interest, bank discount, depreciation, amortization, and annuities with applications. Prerequisite(s): MATH 012 minimum grade "C".

**MATH 149 Mathematics of Finance 3 cr.**

The mathematics related to loans and investments are presented in depth. Topics discussed include simple and compound interest, annuities and perpetuities, amortization and sinking funds, stocks and bonds, and life insurance. Prerequisite(s): MATH 012 (minimum grade "C") or algebra placement requiring no remediation. Code 1 course fee.

**MATH 151 A Survey of Mathematics 3 cr.**

A mathematical course for liberal arts students. Topics include: sets, probability, logic systems of numeration, groups, and mathematical systems. Prerequisite(s): MATH 012 (minimum grade "C") or algebra placement requiring no remediation. Code 1 course fee.

**MATH 156 Introduction to Statistics 3 cr.**

This introductory level course introduces general concepts of basic statistical tools including descriptive statistics, frequency distributions, probability, probability distribution, sampling theory, sampling techniques, inferential statistics, analysis of variance, correlation, and simple regression. Excel data analysis and/or one major statistical software package is introduced to aid calculations required for many of the techniques used in the course. Students are expected to do one or more writing assignments in an applied field and complete a data-based project as part of the course requirements. Prerequisite(s): MATH 012 or algebra placement of no remediation. Students must complete all required reading remediation before enrolling in this course. Code 2 course fee.

**MATH 158 Algebraic Modeling 4 cr. (4+0)**

This course is designed for students in a variety of fields for which a conceptual understanding of college algebra topics is appropriate. Continuous and discrete functions will be studied from graphical, numerical, verbal, and algebraic perspectives with applications to diverse disciplines. Topics will include linear, quadratic, polynomial, exponential, logarithmic absolute value, radical, and rational functions and their application. This course will NOT satisfy the prerequisite for Precalculus courses. Prerequisite(s): Algebra Placement of no remediation or satisfaction of developmental math courses. Code 1 course fee.

**MATH 161 College Algebra for Science, Mathematics, Computer Science, & Engineering Majors 6 cr.**

This course is for Science, Mathematics, Computer Science and Engineering majors only. The course will cover functions, equation solving, mathematical modeling and problem solving, polynomial, rational and irrational expressions, systems of equations, conic sections, parametric equations and complex numbers. Technology will be used throughout the course. The course is specifically designed as an accelerated sequence and when combined with MATH 195 (a course that combines Precalculus I and II) will enable a serious Science, Mathematics, Computer Science, or Engineering student to start calculus at the beginning of the sophomore year. Students cannot earn graduation credits for both MATH 161 and MATH 165. Code 1 course fee. Prerequisite(s): MATH 011 (minimum grade "C") or algebra placement of MATH 012 and permission of an advisor or instructor. Code 1 course fee.

**MATH 165 College Algebra 5 cr.**

This course will provide a thorough understanding of the more difficult algebraic concepts necessary for MATH 191 and MATH 192. Topics will include the following presented beyond the elementary level: polynomials, linear and quadratic equations and inequalities, rational expressions and equations, exponents and radicals, graphing techniques; systems of equations, conic sections, relations and functions. This course may also be offered on a home study basis. Students cannot earn graduation credits for both MATH 161 and MATH 165. Code 1 course fee. Prerequisite(s): MATH 012 (minimum grade "C") or algebra placement requiring no remediation. Code 1 course fee.

**MATH 168 Basic Technical Mathematics 3 cr.**

This course is for students in technology careers, including civil engineering and aviation. It covers basic algebraic functions and graphs, basic concepts for geometry, right angle trigonometry, and vectors. This course is not a substitute for MATH 165 (College Algebra) and it is not a prerequisite for MATH 265 (Calculus I). Prerequisites: MATH 012 Introduction to Algebra II or placement score if no remediation needed. Code 2 course fee.

**MATH 171 Finite Mathematics 3 cr.**

A mathematics course for liberal arts students. The topics covered are linear graphing, matrices with applications, and linear programming including the Simplex Method. Computers and graphing calculators will be utilized by the students. Prerequisite(s): MATH 012 (minimum grade "C") or algebra placement of no remediation. Successful completion of required developmental reading courses is strongly recommended. Code 2 course fee.

**MATH 181 Introduction to Probability 3 cr.**

A mathematics course for liberal arts students. Topics presented are selected from set theory, probability, binomial distributions, Markov chains, game theory, graphs and trees. Prerequisite(s): MATH 012 (minimum grade "C") or algebra placement of no remediation. Successful completion of required developmental reading courses is strongly recommended.

**MATH 191 Precalculus I 3 cr.**

Polynomial, rational, exponential and logarithmic functions are studied from an algebraic, analytic and graphical perspective. Functions, the Fundamental Theorem of Algebra, complex numbers, mathematical modeling and other algebraic concepts are studied. Students cannot earn more than a total of six (6) graduation credits for any combination of MATH 191, MATH 192 and MATH 195. Prerequisite: MATH 165 or MATH 161 or appropriate placement score. Prerequisite(s): MATH 165 or MATH 161 or appropriate placement score.

**MATH 192 Precalculus II 3 cr.**

This course is a continuation of MATH 191. It includes the study of trigonometric functions and their inverses, trigonometric identities and equations and complex numbers from an algebraic, analytical, and graphical perspective. Additional topics include determinants sequences and series, analytic geometry and mathematical induction. Prerequisite(s): MATH 191 or appropriate placement score.



**MATH 195**  
**Precalculus I & II for Science, Mathematics, Computer Science, & Engineering Majors** **6 cr.**

This accelerated course is designed for Mathematics, Science, Computer Science and/or Engineering majors or any student who wishes to be ready for Calculus I in one semester. It will cover equations and inequalities including absolute value, polynomial rational, radical, trigonometric, inverse trigonometric, logarithmic and exponential functions, analytic trigonometry, analytic geometry, polar coordinates and parametric equations. It cannot be combined with MATH 191 and/or MATH 192. Prerequisite(s): MATH 165 or MATH 161 or appropriate placement score. Code 1 course fee.

**MATH 201**  
**Precalculus Techniques & Applications** **4 cr.**

This is an accelerated review of algebraic, geometric, and trigonometric topics for the highly motivated student. Critical thinking skills will be developed through the study of polynomial, rational, trigonometric, logarithmic, and exponential functions and their graphs from algebraic, analytic, and geometric perspectives. Other topics to be studied are system of equations and inequalities, matrices and determinants, sequences and series, and mathematical induction. Technology and mathematical modeling will be utilized throughout the course. Prerequisite: Appropriate placement score.

**MATH 240**  
**Business Calculus** **4 cr.**

The topics of limits, continuity, derivatives, antiderivatives, definite and indefinite integrals, and area between curves will be discussed with applications of these topics to business concepts. Technology will be used with applications, and interpretations will be emphasized. This course is designed to fulfill the calculus requirements for a BS in Business and is not a substitute for MATH-265. Prerequisite(s): MATH 191 or appropriate placement score. Code 2 course fee.

**MATH 265 Calculus I** **4 cr.**

A study of limits and continuity, differentiation formulas for algebraic trigonometric, inverse trigonometric, exponential and logarithmic functions, higher order derivatives, mean value theorem, applications of the derivative including related rates, maximum-minimum; graphing L'Hospital's Rule; antiderivatives; the definite integral; integration using substitution; applications of the integral to evaluation of area; alternate definition of the natural logarithmic function. Prerequisite: MATH 192 or MATH 195 or MATH 201, or appropriate placement score and four years of high school algebra including trigonometry (with a minimum grade of B)

**MATH 266 Calculus II** **4 cr.**

A study of applications of the integral including area, volume, arc length, surface area, work; techniques of integration; improper integrals; infinite sequences and series; Taylor and Maclaurin series with applications; parametric equations; polar coordinates. Prerequisite(s): MATH 265.

**MATH 267 Calculus III** **4 cr.**

A study of three-dimensional analytic geometry, vectors and vector functions; derivatives with applications; multiple integrals with applications; vector calculus including Greens Theorem and Stokes Theorem. Prerequisite(s): MATH 266.

**MATH 270**  
**Discrete Mathematics** **3 cr.**

This course is recommended for computer science and Mathematics majors. The topics include: sets, logic, mathematical induction, recursion, combinations, probability, graph theory and Boolean algebra. Prerequisite(s): MATH 265 and corequisite MATH 266 or permission of the instructor. Corequisite: MATH-266.

**MATH 275**  
**Linear Algebra** **3 cr.**

This course covers topics in linear algebra, including systems of linear equations, Gaussian Elimination, matrices and determinants, vector spaces, linear transformations, eigenvalues, eigenvectors, and computer applications. Prerequisite(s): MATH 266.

**MATH 280**  
**Differential Equations** **3 cr.**

Topics include modeling and solving first-order differential equations, modeling and solving higher-order differential equations, both linear and non-linear, solution of differential equations by power series and Laplace transforms, matrices and determinants. Technology will be utilized. Prerequisite(s): MATH 267.

## MUSIC

**MUSC 101**  
**Music Fundamentals** **3 cr.**

This course is designed for a student with little or no knowledge in music theory. It is a study in the rudiments of music such as notation, the structure of scales, intervals, keys, triads, and simple harmonic progressions. This course is intended to prepare students for entry into the Theory of Music I class and may not transfer to a four year institution.

**MUSC 120** **Applied Music I**  
**MUSC 121** **Applied Music II**  
**MUSC 220** **Applied Music III**  
**MUSC 221** **Applied Music IV**  
**2 cr. (1+0+3)**

Beginning or intermediate students receive one-on-one instruction in the technical and interpretive aspects of music performance as it relates to their instrument or voice with emphasis on tone production and intonation, expression, technique, and interpretation. Students are expected to devote a minimum of three hours per week of work outside class on assigned warm-ups, exercises, and appropriate repertoire. Weekly lesson times are arranged between instructors and students and approved by the dean/assistant dean. Code 3 course fee.

**MUSC 131 Introduction to Guitar Instruction I** **3 cr. (2+2)**

This course is designed as an introduction to guitar playing for students with no prior music experience. In addition to sight-reading, transposition and improvisation, this is a practical way of introducing the materials of music to students who plan to study music further or just play for their own enjoyment. Students are required to provide their own guitar (acoustic, or electric with amplifier). Code 3 course fee.

**MUSC 132 Introduction to Guitar Instruction II** **3 cr. (2+2)**

This course is designed for students who have basic knowledge in guitar playing. The course is a practical way of introducing the materials of music to students who plan to play for their own enjoyment. Prerequisite(s): MUSC 131. Code 2 course fee.

**MUSC 142** **Jazz Band I**  
**MUSC 143** **Jazz Band II**  
**MUSC 242** **Jazz Band III**  
**MUSC 243** **Jazz Band IV**  
**1 cr. (0+2)**

This course is designed to give students experience in playing jazz in a large group setting. Emphasis will be placed on the fundamentals of jazz style, listening, and performance in a collaborative environment. This course will allow students to develop skills in sight-reading, rehearsal techniques, and improvisation within the big band format. Possession of the appropriate musical instrument and audition is required. Concurrent enrollment in Concert Band is desirable. Code 2 course fee.

**MUSC 150**  
**Introduction to Keyboard Instruction I** **3 cr. (2+2)**

This course is designed as an introduction to piano playing for students with no prior music experience. In addition to sight reading, transposition and improvisation, this is a very practical way of introducing the materials of music to students who plan to study music further or just play for their own enjoyment. Code 3 course fee.

**MUSC 151**  
**Introduction to Keyboard**  
**Instruction II 3 cr. (2+2)**

This course is designed for students who have a basic knowledge of piano playing. In addition to continuing and expanding the topics of MUSC 150, the course will enable students to learn harmonization of tunes and basic elements of interpretation. Forms and styles of traditional music will be presented and supplemented with examples of students and instructor. Prerequisite(s): MUSC 150. Code 2 course fee.

**MUSC 160 College Choir I 1 cr.**  
 The aim of the choir is to develop and perpetuate a high standard of choral-ensemble singing. Open on a non-credit basis to interested students and others who do not wish to take the course for credit. (Tone test required.)

**MUSC 161 College Choir II 1 cr.**  
 The aim of the choir is to develop and perpetuate a high standard of choral-ensemble singing. Open on a non-credit basis to interested students and others who do not wish to take the course for credit. (Tone test required.)

**MUSC 164**  
**Group Voice I 2 cr. (1+2)**  
 This course is designed to develop the range and quality of the singing voice. Fundamentals of vocal technique and introduction to vocal repertory are emphasized. The ability to read music would be helpful.

**MUSC 165**  
**Group Voice II 2 cr. (1+2)**  
 This course is designed to develop the range and quality of the singing voice. Fundamentals of vocal technique and introduction to vocal repertory are emphasized. The ability to read music would be helpful.

**MUSC 173 Concert Band I**  
**MUSC 174 Concert Band II**  
**MUSC 273 Concert Band III**  
**MUSC 274 Concert Band IV**  
**1 cr. (0+2)**

For music students who wish to perform in innovative instrumental performing groups and develop their practical musicianship. Students will demonstrate further proficiency on their instruments and in ensemble performance. Code 3 course fee.

**MUSC 177 Ear Training & Musicianship I 2 cr. (1+2)**  
 This course emphasizes the development of aural skills with diatonic harmony: melodic, harmonic, and rhythmic dictation, tertian chord recognition, and intensive sight-singing activities using solmization. Corequisite(s): MUSC 181. Code 2 course fee.

**MUSC 178 Ear Training & Musicianship II 2 cr. (1+2)**

This course is a continuation of Ear Training and Musicianship I focusing on the development of aural comprehension skills through sight-singing and music dictation exercises. Students will learn to sight-sing in pairs by completing multiple types of polyphony and will learn to transcribe polyphonic melodies. The course emphasizes the development of aural skills with diatonic harmony: melodic, harmonic, and rhythmic dictation, tertian chord recognition, and intensive sight-singing activities using solmization. Prerequisite(s): MUSC 177. Corequisite(s): MUSC 182. Code 2 course fee.

**MUSC 181**  
**Theory of Music I 3 cr.**  
 This course is a study of elementary diatonic harmony. It includes the study of major scales, natural, harmonic, and melodic forms of minor scales. Also included is the study of interval and triad construction, the figured bass, cadences, plus bass and soprano harmonization. Prerequisite(s): MUSC 101 or appropriate placement score on the Music placement test. Corequisite(s): MUSC 177.

**MUSC 182**  
**Theory of Music II 3 cr.**  
 This course is a continuation of MUSC 181 with instruction in musical analysis, techniques of composition and student projects of a creative nature. Students will learn the functions of triads in different inversions, the function of diatonic seventh chords, and how to identify cadences, phrases, and periods. Prerequisite(s): MUSC 181. Corequisite(s): MUSC 178.

**MUSC 183**  
**Beginning Jazz Theory & Improvisation 2 cr. (1+2)**  
 This course will provide students with the basic skills required to create an improvisation. By understanding the basics of jazz theory and how to apply techniques in practice, students will learn how to practice and develop improvisational skills. No experience in playing jazz is required. Prerequisite(s): MUSC 182

**MUSC 185 Introduction to Jazz History 3 cr.**  
 This course is a survey of jazz music from its origins to the present. It focuses on historical as well as musical developments in jazz in the United States and on those musicians who have led in shaping the musical, cultural, social, and political significance of jazz. The course helps students develop the critical listening skills needed to identify the music's defining elements and leading figures. In addition to fundamental aspects of the music (form, rhythm, harmony, style, aesthetics, and dance), this course also emphasizes the meanings that jazz music has had in various social, political, and historical contexts.

**MUSC 190 Introduction to Music Appreciation 3 cr.**

This course is planned primarily for students without previous training. The most important styles and types of music will be studied through the examination of representative examples drawn from the different eras of music history. Recorded and visual materials will be utilized to stimulate a discriminating understanding and enjoyment of the various styles and types of music.

**MUSC 192 Music History and Literature to 1750 3 cr.**

This course focuses on the historical and stylistic development of western music and literature from the Greek heritage through the Medieval, Renaissance, and late Baroque periods.

**MUSC 193 Music History and Literature 1750-1920 3 cr.**

This course focuses on the historical and stylistic development of western music and literature from the Classical, Romantic, and Impressionism periods.

**MUSC 194 Music of the World's Peoples 3 cr.**

This course is primarily for students without previous musical training. Through case studies, the music of various cultures is studied in the context of human life. Recorded visual materials and a student-selected "field study" stimulate understanding and appreciation for various types of music in our world.

**MUSC 250**  
**Intermediate Keyboard Instruction I 3 cr. (2+2)**

This course is for students with a background in the fundamentals of music and basic keyboard skills. Improvisation and creating accompaniments for melodies are taught as well as works from the standard keyboard repertoire. Prerequisite(s): MUSC 151. Code 2 course fee.

**MUSC 251**  
**Intermediate Keyboard Instruction II 3 cr. (2+2)**

A continuation of MUSC 250 with instruction in accompanying, choral and instrumental score reading and contemporary idioms. Prerequisite(s): MUSC 250. Code 2 course fee.

**MUSC 260**  
**College Choir III 1 cr.**

The aim of the choir is to develop and perpetuate a high standard of choral-ensemble singing. Open on a non-credit basis to interested students and others who do not wish to take the course for credit. (Tone test required.)

**MUSC 261****College Choir IV 1 cr.**

The aim of the choir is to develop and perpetuate a high standard of choral-ensemble singing. Open on a non-credit basis to interested students and others who do not wish to take the course for credit. (Tone test required.)

**MUSC 264****Group Voice III 2 cr. (1+2)**

This course is designed to develop the range and quality of the singing voice. Fundamentals of vocal technique and introduction to vocal repertory are emphasized. The ability to read music would be helpful, but is not required.

**MUSC 265****Group Voice IV 2 cr. (1+2)**

This course is designed to develop the range and quality of the singing voice. Fundamentals of vocal technique and introduction to vocal repertory are emphasized. The ability to read music would be helpful, but is not required.

**NURSING****NURS 174 Nutrition 3 cr.**

The application of principles of nutrition and fluid balance in the care of patients of all ages utilizing the framework of the nursing process in multiple settings. The effect of nutrition and diet on the wellness-illness continuum is discussed with the integration of cultural influences. Prerequisite(s): BIOL130 with a grade of "C" or better. BIOL131 with a grade of "C" or better. Corequisite(s): NURS 176. Code 3 course fee.

**NURS 175****Nursing I 9 cr. (6+9)**

The student is introduced to nursing as a profession and practice discipline. The role of the Associate Degree nurse is explored as provider of care, manager of care, and member of the discipline of nursing. The core components of nursing practice are introduced as an organizing framework with the focus on provider of care and introduction to critical thinking. Categories reflecting human needs and the nursing process formulate a holistic patient assessment incorporating therapeutic, caring interventions for patients across the lifespan. : Prerequisite(s) All accompanying requirements listed in the Nursing Student Handbook (such as health requirements and CPR certification). Corequisite(s): Courses as listed in the main portion of the catalog. General education courses may be taken prior to entering the nursing program. Code 8 course fee.

**NURS 176 Nursing II 9 cr. (6+9)**

The student investigates health alterations that affect the essential activities of daily living and human needs. The course focuses on the application of the nursing process to the care of individuals across the age span experiencing alterations in physical and mental health. Concepts of growth and development of children, and young, middle and older adult are discussed. Topics related to cognitive decline and chronic illness and death are explored as are general topics related to mental health/illness. Mental disorders and disorders of the endocrine, gastrointestinal and musculoskeletal systems are presented. Prerequisite(s): NURS 175 and BIOL 131. Corequisite(s): NURS 174. Code 8 course fee.

**NURS 273****Nursing III 9 cr. (6+9)**

The student addresses the health care needs of childbearing and childrearing families and investigates health alterations that affect essential activities of daily living and human needs. Concepts of growth and development in the care of child bearing and child rearing families are explored. Discussion focuses on the application of the nursing process to the care of adults with disorders of the respiratory, hematological, immunological, reproductive systems and neoplastic disorders. Prerequisite(s): NURS 174 and NURS 176. Corequisite(s): BIOL 232. Code 8 course fee.

**NURS 274****Nursing IV 10 cr. (5+9+6)**

The student addresses application of the nursing process to the care of patients with disorders of the cardiovascular, renal/urinary, and neurosensory systems as well as clients with complex health care needs. The roles of the nurse as provider of care, as manager of care and as leader of the health care team are also emphasized. Beginning management/leadership concepts are introduced and implemented in the clinical setting. The student will be teamed with an experienced RN mentor to work a concentrated clinical rotation for the preceptorship experience. Students are required to follow the RN mentor schedule for 7 days typically working a 12 hour shift during the last 3 weeks of the semester. Prerequisite(s): NURS 273 and BIOL 232. Corequisite(s): NURS 275. Code 8 course fee.

**NURS 275****Contemporary Nursing 2 cr.**

The student examines and analyzes issues facing the nursing professional in today's health care environment with emphasis on transition to practice. The course focuses on the application of previously learned nursing knowledge including the analysis of the relationship between the nursing process and the client's needs and NCLEX-RN readiness. Prerequisite(s): NURS 273. Corequisite(s): NURS 274. Code 3 course fee.

**PHARMACY****PHAR 101 Pharmacology****Principles & Calculations 3 cr.**

This course will introduce the pharmacological approach to medication dosage and calculations. The course will introduce how to interpret doctors' orders, and the student will obtain formulas to analyze and successfully calculate medication orders. The importance of application and safe medication administration will be stressed throughout the course. Prerequisite: MATH 156 with a grade of "C" or better

**PHILOSOPHY****PHIL 190 Introduction to Critical Thinking 3 cr.**

This course presents critical thinking as a set of conceptual tools and analytical skills used for better understanding and evaluating the world around us. Classroom time is divided between (1) the development of basic concepts and evaluative frameworks used in critical thinking and (2) practice in applying these concepts and frameworks. Topics covered include distinction between belief and knowledge, the nature of argument, inductive and deductive reasoning, the function of language and rhetoric in writing and speaking, and informal fallacies.

**PHIL 191 Introduction to Philosophy 3 cr.**

This course is an introduction to Western philosophy through exploration of major topic areas within philosophy: metaphysics, theory of knowledge, ethics, political philosophy and philosophy of religion. Within each topic area, an assortment of continuing philosophical problems will be presented and discussed, such as the problems of mind/body, personal identity, free will/determinism, the possibility and nature of knowledge, the foundation for moral and ethical judgment, the nature of justice, the existence of God, and the problem of evil. For each topic area and problem selected, philosophical perspectives will be presented from several different periods from the history of significant philosophy: Ancient, Medieval, Modern, Enlightenment, 19th Century, and Contemporary. Attention may also be given to non-Western philosophy. The relevance of philosophy will be shown to current conditions and contemporary problems by encouraging students to think and write critically, be creative, and develop their own philosophical perspective and world view.



**PHIL 192 Contemporary Ethical Issues 3 cr.**

This course introduces students to traditional ethical theories from a multicultural perspective and to the nature of ethical thinking. It also considers some major unresolved ethical issues of our time. Possible contemporary ethical issues covered include socially sanctioned taking of human life; sexual behavior and its broader social implications; equality; discrimination and reverse discrimination; violence; social, environmental and political effects of globalization; economic justice and welfare; pornography and censorship; the values of a business society; alienation in the modern world; bioethics of cloning, genetic engineering, stem cell research; and /or contemporary issues of concern drawn from today's headline news.

**PHIL 193 World Religions 3 cr.**

The course examines the historical evolution, fundamental doctrines, beliefs, and practices of religious traditions. The course has an emphasis on some essential differences and similarities which exist among religious traditions. The major religions covered are tribal/oral traditions, Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

**PHIL 198 Introduction to Business Ethics 3 cr.**

This course explores major ethical issues facing the business community today, such as job security, privacy, health care, whistle blowing, environmental, employee rights, businesses' social responsibility, affirmative action programs and the political responsibility of multinationals. The emphasis of this course will be on teaching students to use critical thinking to arrive at informed moral judgments.

**PHIL 290 Biomedical Ethics 3 cr.**

This course analyzes major ethical issues facing the medical community today, such as medical paternalism and patient autonomy, informed consent, right to refuse treatment, euthanasia and physician assisted suicide, the mortality of abortion, reproductive technologies, stem cell research, cloning, medical allocation policy and the right to health care. The emphasis of this course will be on teaching students to use critical thinking to arrive at informed moral judgments. It is recommended that students taking this course have already completed PHIL 191.

**PHIL 293 Religious Experiences 3 cr.**

This course is a study of the varieties of religious experience that individuals and groups use to transform their lives from a problematic state of existence to an existence that is shaped by values based in religious belief. Specific topics include multi-religious views of the absolute, arguments for the existence of god, the nature of evil and human suffering, religion and its relation to moral conduct, the relation of faith and reason, and the relation of religion and science. The world's major religious beliefs permeate the course, i.e. Hinduism, Buddhism, Confucianism, Taoism, Shintoism, Judaism, Christianity and Islam. Prerequisite(s): PHIL 193

**PHOTOGRAPHY****COPH 181 Basic Digital Photography 3 cr. (2+2)**

This course teaches students the fundamentals of photography, including the use and handling of various digital cameras and specialized instruments. Students will study the history of photography, photo composition, and photographic aesthetics and learn to digitally process their images, make proof sheets, and enlarge photographic prints creatively and effectively. Students will create and organize a portfolio of photographic works. Code 5 course fee.

**COPH 187 Experimental Digital Photography 3 cr. (2+2)**

Students will explore various digital picture-taking techniques in an endeavor to change, manipulate, vary, and abstract the photographic image. Students will explore a variety of black and white and color photographic approaches and use special effect lenses, high speed and time-lapse photography, and special lighting techniques. Students will create and organize a portfolio of photographic works demonstrating competence in these techniques. Prerequisite(s): COPH 181. Code 5 course fee.

**COPH 188 Intermediate Digital Photography 3 cr. (2+2)**

This course is a continuation of Basic Digital Photography COPH 181. Students will learn advanced techniques in camera handling and picture taking while exploring sophisticated methods in digital communication. The course will further encourage the development of creative expression within the student. Using the photography medium, the student will explore the photographic image as design, communication, advertising and art. Digital portfolios are produced by each student. Prerequisite(s): COPH 181. Code 5 course fee.

**COPH 207 Digital Journalism & Picture Editing 3 cr. (2+2)**

Photojournalism is designed to teach the principles of photographic reportage and documentation. Students will be given a historic background of photojournalism with special emphasis on the impact photography has had on the reporting of world, state and local events. Students will further develop basic skills in researching of information pertaining to a current news event, collecting information for appropriate caption writing, picture editing and editorial layout. The course stresses the ability to reach the proper location, take the photographs, process the files, and process the image within time constraints which duplicate the expected performance on a daily newspaper, magazine or broader media coverage and print publication. A Digital SLR camera with built-in metering system is required for this course or a hand-held light meter. An electronic flash unit for the camera is also required. Prerequisite(s): COPH 181. Code 3 course fee.

**COPH 280 Advanced Digital Photography 3 cr. (2+2)**

This course is intended to introduce the student to the use of various types of digital cameras and related photographic equipment. Included in the course study is the use and handling of assorted types of digital cameras in a variety of picture taking applications. Further, students will learn to download the images for computer enhancement in a broad range of both commercial and fine art work exploring the full potential of this image making photographic medium. Emphasis in the course will be placed on both field and studio work involving but not limited to advertising, portraiture, product and fine art photography. Students will ultimately gain a working knowledge within the full range of digital still photography and the computer applications in the manipulation and computer enhancement of the still digital photographic image. Portfolios of individualized student work will be created by each student enrolled in the course. Prerequisite(s): COPH 181. Code 3 course fee.

**PHYSICS****PHYS 171 Physics I 4 cr. (3+2)**

A laboratory course dealing with the major areas of physics. These include measurement, mechanics, heat and sound. The basic principles of these topics are studied in terms of their applications. High school physics not required. Corequisite: MATH 161 or higher. Code 5 course fee.

**PHYS 172****Physics II****4 cr. (3+2)**

Continuation of PHYS 171. This includes a study of electricity and magnetism, sound, light and modern physics. Prerequisite(s): PHYS 171. Code 5 course fee.

**PHYS 180 Introduction to Astronomy****4 cr. (3+2)**

A one-semester course concerned with the investigative tools of the astronomer and the implications of modern astronomical findings. The course begins by examining the nature of the scientific method and by applying that method to a number of key problems from the history of astronomy. It then proceeds to cover the most recent findings as to the nature, origin, and evolution of the planets, stars, galaxies, and the Universe itself. Laboratory work includes observations with the unaided eye and the telescope, and analysis of more complex observations. This course may not be used to complete the following sequence: PHYS 181 Astronomy I: The Solar System and PHYS 182 Astronomy II: Stars and Galaxies. High School algebra or MATH 011 recommended. Code 2 course fee.

**PHYS 181 Astronomy I - The Solar System****4 cr. (3+2)**

The nature of the solar system: the Sun, planets, moons, and other bodies orbiting the Sun. The tools and methods of astronomy. The nature of the scientific methods as applied to a number of key problems from the history of astronomy. The motions of the sky. Recent findings as to the nature, origin, and evolution of the planets. Laboratory work includes observations with the unaided eye and analysis of more complex observations. Prerequisite: High School algebra. Code 3 course fee.

**PHYS 182 Astronomy II - Stars & Galaxies****4 cr. (3+2)**

This course builds upon the concepts presented in PHYS 181. Covers the most recent findings as to the nature, origin, and evolution of the stars, galaxies, and the Universe itself. Distances and motions of the stars. Life cycles of stars. Latest findings about the cosmos. Laboratory work includes observations with the unaided eye and the telescope, and analysis of more complex observations. Prerequisite(s): PHYS 181. Code 3 course fee.

**PHYS 281****General Physics I****4 cr. (3+2)**

Deals with composition of vectors, linear motion, kinematics, Newton's laws, work and energy, momentum, rotational motion, gravitation, simple harmonic motion, waves, and fluids. This course is recommended for students planning to transfer to four-year institutions as engineering, physical science, pre-med, and computer science majors. Four years of high school mathematics and one year of high school physics are highly recommended for students enrolling in this course. Corequisite: MATH 265 or higher. Code 5 course fee.

**PHYS 282 General Physics II****4 cr. (3+2)**

A continuation of PHYS 281 dealing with thermodynamics, electric fields, electric potential, capacitance, AC and DC circuits, magnetic fields, induction, electromagnetic waves and Maxwell's Equations, geometric optics, and interference and diffraction. This course is required for all students planning to transfer to four-year institutions as engineering, physical science, pre-med, and computer science majors. Prerequisite(s): PHYS 281 and MATH 265. Code 5 course fee.

**PHYS 283 General Physics III****4 cr. (3+2)**

A continuation of calculus-based PHYS 281/PHYS 282 (General Physics I and II) dealing with modern physics. Topics covered include relativity, quantum mechanics, and atomic, nuclear, and particle physics. This course is highly recommended for all students planning to transfer to four-year institutions as engineering or physical science majors and is also recommended for pre-med and computer science majors. Prerequisite(s): PHYS 282 and MATH 266. Co-requisite: MATH 267. Corequisite: MATH 267. Code 5 course fee.

**POLITICAL SCIENCE****POLI 101 Global Issues****3 cr.**

This course engages students in a multifaceted exploration of various contemporary global issues such as the westernization of developing nations; issues of war, conflicting religious and ethical values; globalization and international economics post World War II; and human rights issues in cross-cultural and sociological perspective. The course will include an interdisciplinary approach, examining recent social, economic and political trends. Emphasis will be placed on humanistic aspects such as historical, religious and cultural impacts; artistic and literature influences; and philosophical foundations of societies within a global context.

**POLI 161 American****Federal Government****3 cr.**

A survey of the origins and development of our national government and political system in theory and practice.

**POLI 162 American State & Local Government****3 cr.**

A study of the common features of state and local governments in the United States under existing and ideal conditions. Some attention is given to New Jersey and local areas.

**POLI 183 Introduction to Political Science****3 cr.**

A survey of the foundations of political theory and its relationship to government, political parties and pressure groups and modern political thought.

**POLI 185 Principles of Public Administration****3 cr.**

A survey of the principle philosophic and operational factors of public administration with emphasis on the major concepts involved in the science and art of government. The course considers such topics as organizational theory and practice, decision making, executive leadership and the political aspects of administration.

**POLI 263 Introduction to International Relations****3 cr.**

Students will examine the international political system, analyze the causes of war and the various approaches to world peace through a study of balance of power theories, disarmament, diplomacy, and international organizations. Also, students will examine economic forms of power and the increasing importance of international political economy.

**POLI 265 Comparative Politics & Government****3 cr.**

This course will expose students to various concepts and theories of comparative politics through the examination of the cultures, structures, institutions, processes and historical contexts in which they occur. Emphasis will be placed on cultural, religious, and ethnic practices and perspectives which shape contemporary society and political institutions. Students will explore the difference between industrialized democracies, current and former communist regimes, and less developed nations by analyzing politics in various case studies such as the United Kingdom, China, France, South Africa and Iran.

**POLI 268 Women & American Politics****3 cr.**

The course examines the role of women in American politics in relation to: (1) gender and the history of American politics, (2) the emergence of women as political players as voters, candidates and officeholders and (3) public policies that directly affect women.

## PSYCHOLOGY

### PSYC 171 Child Rearing 3 cr.

This is a course about living with children in the day-to-day world. It will help you communicate more effectively with your children and learn to present discipline in a context of love and support. Creating an atmosphere of cooperation is therapeutic for the whole family. Issues involving divorce, single parenting and blended families will be explored, as well as some typical problems in infancy, toddlerhood, preschool, school years and adolescence.

### PSYC 172 General Psychology 3 cr.

A study of the behavior of the individual in terms of maturation, learning, emotion, motivation, perception, thinking and individual differences; basic to all other courses in psychology.

### PSYC 173 Child Psychology 3 cr.

The emphasis of the course will be the intellectual, emotional, social and physiological development of the human being. Child development will be followed from the preconception period through young adulthood. Research methods will be stressed and reading from anthropology, psychology, genetics, sociology and physiology will be required. Prerequisite(s): PSYC 172.

### PSYC 174 Personality Theory 3 cr.

A study of adult personality focusing on representative theories from the major schools of personality theory (psychoanalytic, social learning, humanistic, and cognitive) and methods of studying personality (e.g., case studies, personality tests, empirical research, etc.) Prerequisite(s): PSYC 172.

### PSYC 175 Cross-Cultural Psychology 3 cr.

The course deals with a cross-cultural study of human behavior based on research findings of the world's culturally heterogeneous population. The goal is to discover how culture and individual behaviors are related, based on the more than 200 definitions of culture in the social science literature. Prerequisite(s): PSYC 172.

### PSYC 270 Psychology of Gender 3 cr.

This course will present current theory and research on gender differences in the physiological, cognitive and social domains. An analysis of the implications for developmental patterns, role evolution and differential treatment of men and women will include consideration of the social and biological roots of gender and the contribution of both individual and gender differences. Prerequisite(s): PSYC 172.

### PSYC 271 Abnormal Psychology 3 cr.

The study of abnormal behavior from five different major theoretical approaches: physiological, psychoanalytic, behavioral, cognitive and humanistic/existential. Students will learn the descriptions (symptoms), causes (etiology) and various types of treatments of disorders. Prerequisite(s): PSYC 172.

### PSYC 273 Adolescent Psychology 3 cr.

This course presents an in-depth study of human development between the ages 11 and 25, stressing growth in cognitive and personality processes and the social changes experienced by adolescents. Students will also explore the diversity of adolescence in individual or group projects. Prerequisite(s): PSYC 172.

### PSYC 274 Social Psychology 3 cr.

A study of how social forces impact on individual attitudes and behavior. The course will include topics such as social cognition and attribution theory, interpersonal relationships, group dynamics, social influence, and prejudice. Research and methodology will be stressed. Prerequisite(s): PSYC 172.

### PSYC 275 Educational Psychology 3 cr.

A course designed for social science and education students interested in educational processes. The course investigates research findings, theories, concepts and principles as they apply to various learning situations. Ten hours of classroom observation of students preschool through secondary school age is a requirement of the course. Prerequisite(s): PSYC 172.

### PSYC 278 Life Span Development 3 cr.

This course examines the biological, cognitive, social and personality influences on development from birth to death. The incremental influence of each stage on the succeeding stages will be explored. Prerequisite(s): PSYC 172.

For Public Speaking courses, see Communications-Public Speaking pg. 73

## RELIGION

### RELG 193 World Religions 3 cr.

The course examines the historical, geographical and cultural evolution of the doctrines, rituals, symbols, and practices of religious traditions. The course has an emphasis on some essential differences and similarities which exist among religious traditions. The major religions covered are tribal/oral traditions, Hinduism, Buddhism, Confucianism, Taoism, Shinto, Judaism, Christianity, Islam, new religions, and religion in the 21st century.

## RUSSIAN

### RUSS 101 Elementary Russian I 3 cr.

This course is for students who have no previous knowledge of the language, or who are familiar with basic grammatical concepts and vocabulary, or who have varying backgrounds in Russian, including those who were born in Russian speaking families, but have had no formal education in the language. This course is designed to provide the student with a basic foundation in the Russian language, to assist the beginner in the gradual and harmonious development of all language skills. The course also explores contemporary Russian societal behavioral norms and current Russian-American relations.

### RUSS 102 Elementary Russian II 3 cr.

The course is intended for students who have completed initial coursework in Russian or who are familiar with basic grammatical concepts and vocabulary. Russian 101 provides a balanced communicative approach to Russian language and culture, integrating modern and useful vocabulary with functionally based grammatical concepts. Prerequisite(s): RUSS 101.



## SCIENCE

### SCIE 105

#### Forensic Science 4 cr. (3+2)

This introductory course in forensic science is for criminal justice students and others interested in learning how to apply basic scientific principles of biology, chemistry, and physics to the investigation of crime. In the laboratory, students will explore many types of evidence that require chemical and physical analysis using a microscope, gas chromatography, and drug and toxicological analysis. Fundamental topics include evidence identification, collection, and analysis; experimental measurements; physical and chemical properties of materials; rates of chemical reactions; and electrochemistry. Code 5 course fee.

For BIOL courses, see Biology pg. 70

For CHEM courses, see Chemistry pg. 72

For ENVI courses, see Environmental Science pg. 82

For PHYS courses, see Physics pg. 95

## SOCIOLOGY

### SOCI 181 Introduction to Sociology 3 cr.

This course presents the fundamental concepts, perspectives, and methods of sociology. Course topics include culture and society, socialization and the life cycle, social interaction and everyday life, social power and inequality, work and economic life, marriage and the family, gender and sexuality, social change and social movements, and the natural environment and our ecological fate.

### SOCI 182 Death & Dying: Challenge & Change 3 cr.

This course is designed to examine the phenomena of death and dying from the historical, cultural, psychological and ethical perspectives. It investigates the research and literature regarding attitudes toward death, past and present, changing definitions of death and their ethical implications, the process of grief and grief therapy and new ways of dealing with the dying and death.

### SOCI 230 Women in Society: Social Issues 3 cr.

This course examines women's place in society from historical, legal and social perspectives. Included for consideration are theories of social change, recent laws relating to women, contemporary issues (such as domestic violence, employment, education, politics, sexual assault) and agencies for change.

### SOCI 231 Social Problems 3 cr.

This course explores the ways that some situations are defined as social problems, and it looks at some of the consequences of those definitions. Students will identify and analyze a wide range of social problems, and they will develop tentative solutions to those problems. A typical list of problems addressed would include power, economy, and social class, our natural environment race, poverty, gender and sexuality, media, the criminal justice system, illness and health care, war and other international conflicts. Prerequisite(s): SOCI 181.

### SOCI 238 Race & Ethnicity 3 cr.

This course will deal with the major concepts and issues of race and ethnic relations: race, racism, ethnicity, group inequality, prejudice, discrimination, assimilation and pluralism. The major focus will be on the United States, but the course will also examine other multi-ethnic societies as a way of situating American ethnic patterns within a comparative framework. Prerequisite(s): SOCI 181.

### SOCI 282 Sociology of the Family 3 cr.

This course is an introduction to the sociological literature on the family. The course explores the changing expectations and practices of contemporary American family life, and it places these changes in historical, cultural, ethnic, and racial contexts. Course topics include the American tradition of family diversity, theories of the family, and globalization and American families. Prerequisite(s): SOSC 181.

### SOCI 285 Drugs & Society 3 cr.

An introduction to the social scientific literature on drugs, drug use and drug policy. The course seeks to dispel myths and misinformation surrounding drugs - from the definition of the term to the extent and nature of drug use in the United States. Topics of discussion will include the history of drug use and the role politics has played historically in the use and control of drugs worldwide. Proposed and implemented solutions and legislation will also be discussed. Prerequisite(s): SOCI 181 or PSYC 172.

## SPANISH

### SPAN 151 Elementary Spanish I 3 cr.

The conversational approach to language learning is used to develop the beginning skills. Students are provided with a basic vocabulary to enable them to enjoy simple conversational exchanges. Audio as well as computer-based material is used to reinforce and expand the skills program in the classroom. This course is for beginning students or students who have taken one year or less of high school Spanish.

### SPAN 152 Elementary Spanish II 3 cr.

The second semester of Spanish is designed to continue building the student's Spanish language proficiency based on listening and reading comprehension, speaking and writing. Students continue learning basic vocabulary and grammar. The vocabulary component covers the vocabulary that enables students to keep communication on an elementary level. Audio as well as computer based material is used to reinforce and expand the skills program in the classroom. It is highly recommended that students enrolling in this course have taken two to three years of high school Spanish if they cannot meet the prerequisite. Prerequisite(s): SPAN 151.

### SPAN 251 Intermediate Spanish I 3 cr.

The conversational approach continues to be stressed. The course emphasizes the review of structure while providing the material to develop the four basic skills. Review is achieved by the use of drills, explanation, conversation, reading and graded writing activities. Culture and civilization are briefly explored through reading, lecture and non-print media. Prerequisite(s): SPAN 152.

### SPAN 252 Intermediate Spanish II 3 cr.

SPAN 252 is the second level, second semester Spanish course. Study will include the development of the language skills through conversation, composition, and reading. Opportunities for advanced levels of communication are provided. Prerequisite(s): SPAN 251.

## THEATRE

### **THTR 181 Theatre Workshop I** **1 cr. (0+0+3)**

Theatre Workshop is a learning-by-doing process; there is no formalized classroom instruction. Students must participate in an Ocean County College theatrical production. Students may be members of the cast or assist with technical or business aspects of the production.

### **THTR 189 Musical Theatre Workshop** **3 cr. (2+2)**

A performance class to assist the student in understanding the acting, singing, and dancing skills required of a musical theatre artist. Through involvement in lecture/demonstration and application, students will synthesize basic music, dance, and acting skills required to participate in a musical theater production. Recommended for students interested in drama, music, or speech. Code 3 course fee.

### **THTR 190 Children's Theatre Performance** **3 cr. (0+0+9)**

This course provides students with practical experience in staging, rehearsing, performing and striking a theatre production for young audience members. Students will apply acting, singing, and dancing skills to a fully costumed, technically complete production. By participating in all phases of the production, students will gain an understanding of the complexities unique to a children's theatre show. Students must participate in all rehearsals, load-in, performances and strike. Productions will be performed at on-campus and off-campus locations. Code 2 course fee.

### **THTR 193** **Introduction to Acting I** **3 cr.**

A basic course in improvisation and movement. Experiences and imagination in creating character and situations will be the primary focus of this course. Code 3 course fee.

### **THTR 194** **Intro. to Acting II** **3 cr.**

A basic course in character and scene study. Student actors develop and create a wide variety of roles from current and classical drama. Emphasis is on gaining experience in becoming a character. Student actors analyze and act out scenes from a variety of plays establishing character relationships and physical action in production. Prerequisite(s): THTR 193. Code 3 course fee.

### **THTR 195** **Theatre Appreciation** **3 cr.**

This course introduces students to the history and development of theatre from its origin in Greece to the current day. Code 3 course fee.

### **THTR 196** **Contemporary Theatre** **3 cr.**

A study of the current trends in the Broadway, off-Broadway, regional European and underground theatre. This course is designed to help the student investigate, evaluate and appreciate these trends and to spur a desire for current theatre. Field trips to Broadway, off-Broadway, and off-off-Broadway productions will be an important part of the course.

### **THTR 197** **Stagecraft I** **3 cr. (2+2)**

This course covers basic theory and practice of building, painting, rigging and shifting scenery. Code 2 course fee.

### **THTR 198** **Stagecraft II** **3 cr. (2+2)**

This course covers basic theory and practice of lighting and its control, as well as lighting design. Code 2 course fee.

### **THTR 296** **Theatre in London** **3 cr.**

Theatre in London is rich and varied. From the experimental Fringe (comparable to the U.S. Off-Broadway) on through to the major productions of The National Theatre and The Royal Shakespeare Company, the diversity and quality provide both a provoking and entertaining selection of one of the world's most exciting theatrical centers. Participants in the course will spend two weeks seeing and discussing plays presented by the National Theatre, The Royal Shakespeare Company (both at the new Barbican in London and The Royal Shakespeare Theatre at Stratford-Upon-Avon), several West End theatres and some of the experimental companies on the Fringe. Participants will also meet in seminar and have the opportunity to discuss productions with guests from these companies: directors, actors, playwrights, designers.

For Visual Communication courses, see  
Communication, pg. 73 & Electronic  
Media Technology, pg. 78

# DIRECTORY OF PERSONNEL





## ADMINISTRATIVE, PROFESSIONAL STAFF & FULL-TIME FACULTY

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Gabrielle Haspel, Science Teacher, New Egypt High School

## **FINE ARTS ADVISORY COMMITTEE**

Dr. Elizabeth Brierley, Faculty, Ocean County College  
Anthony Ciccotelli, Theatre Arts Instructor, Ocean County Vocational Technical School, Performing Arts Academy  
Rose Ann D'Urso, Manager of Promotional Programming, Ocean County College  
Roberta Krantz, Director of the Arts Community Center, Ocean County College  
Dr. Anthony Scelba, Conservatory of Music, Kean University

## **FIRE SCIENCE ADVISORY COMMITTEE**

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J. Thomas Curcio, Director, Ocean County Road Department  
Maris G. Gabliks, Cooperative Fire Specialist, United States Forest Service  
John S. Horton, Senior Consultant, Haines Fire and Risk Consulting Group  
Russell Lambert Mickle, Fire Protection Plans Examiner, New Jersey Department of Community Affairs  
Gerard J. Moroney, Adjunct Faculty, Ocean County College  
Daniel P. Mulligan, Chief Fire Marshall, Ocean County Fire Marshall's Office  
Dr. Kathryn Pandolpho, Director of Career Services, Ocean County College  
Ronald Pizar, Adjunct Faculty, Ocean County College  
Thomas J. Rodgers, Deputy Coordinator, Toms River Township Department of Emergency Services

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Kathleen Malachowski, Faculty, Ocean County College  
Hymen Mittleberg, Faculty, Ocean County College  
Eric Priest, Adjunct Faculty, Ocean County College  
Anthony Trump, Athletic Director, Ocean County College  
Tonja Werkman, Director of Clinical Services for Pinnacle Dietary, Adjunct Faculty, Ocean County College

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Catherine Grehlinger, Division of the Deaf and Hard of Hearing  
Lisa Hines, Instructor/Coordinator, Passaic County Community College

## **MEDIA AND COMMUNICATIONS ADVISORY COMMITTEE**

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Ralph Bertini, Television Production Director, Ocean County College  
Richard Fallon, Faculty, Ocean County College  
Rose Gonnella, Executive Director, Robert Busch School of Design, Kean University  
Lee Kobus, Executive Director of Media and Community Programs, Ocean County College  
Howard Polenber, Photography Instructor, Ocean County Vocational Technical School

## **NURSING ADVISORY COMMITTEE**

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Regina Foley, Chief Nursing Executive, Ocean Medical Center  
Sandra Kearns, Faculty, Ocean County College  
Leah Kelly, Faculty, Ocean County College  
Theresa Kubriel, Administrative Director of Emergency & Education Services, Community Medical Center  
Ann Macaluso, Director of Psychiatric Nurse Education, St. Barnabas Behavioral Health  
Christine Mazmanian, Campus Director of Clinical Services, Bartley Healthcare Nursing & Rehab  
Marybeth Millan, Faculty, Ocean County College  
Kathleen Mullen, Faculty, Ocean County College  
Bridget Root, Managerial Tech, Registration and Records, Ocean County College  
Judith Schmidt, Clinical Instructor, Community Medical Center  
Teresa Walsh, Dean, School of Nursing, Ocean County College  
Shelley Wyatt, Administrator, Genesis Health Care Corporation

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Estelle Isbitski, Paralegal, Retired  
Julie A. Kennedy, Esq., Attorney, Law Office of Roberta Burcz  
Lynn Kenneally, Faculty, Ocean County College  
Edward M. Kissling JD, Faculty, Ocean County College  
Jeffrey McWeeney, Esq., Attorney, King, Kitrick, and Jackson LLC  
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Ed Dimon  
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Michael Frankovich  
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Mike Spark  
Bill Warner  
Roy Wilkins, Director of Sailing Program, Ocean County College  
David Wintrobe

# CAMPUS BUILDINGS





The focal point of the college campus, which embraces 275 acres of gently rising wooded land, is a pedestrian mall 900 feet in length. Designed in the form of an arc, it serves as the main artery of traffic between the present campus buildings.

Close observation of the natural beauty of the campus has been made possible by a two-mile nature trail that runs through the woods behind the entrance lake. The area contains many items of botanical interest, including some species that have become almost extinct. The nature trail was developed by students under a professor's guidance, as was the nearby nature amphitheater.

The major buildings are as follows:

#### **Administration Building • 1974**

Offices of the President and the Vice Presidents of Academic Affairs, Student Affairs, and Business and Finance are housed in the Administration Building.

#### **Arts & Community Center • 1972 (Expanded 2009)**

The Fine Arts Center houses a 425 seat theatre, necessary backstage activity areas, a music rehearsal room, ceramics, sculpture and painting studios, galleries, classrooms, offices and a black box theatre.

#### **College Center • 1967 (Expanded 1970 & 1992)**

Student Life activities are housed in the College Center that includes a cafeteria with a display area, snack bar, student lounge, recreation area, faculty dining room, administrative and student government offices, and meeting rooms. The College Center is also the location of the college bookstore.

#### **Facilities Maintenance Building 2005**

At the front of the maintenance complex stands the 15,000 square foot Facilities Maintenance Building which houses offices and college-wide storage rooms.

#### **Health Sciences Building • 1970**

Between the Library and the Instructional Building is the one-story Nursing Arts Building that contains offices, storage, classrooms, and various labs (skills, computer and multimedia). It is connected to the Instructional Building by an arcade.

#### **Health & Physical Education Center 1967 (Expanded 1974)**

The Health and Physical Education Center, providing instructional areas for men and women, contains a regulation intercollegiate basketball court, a six-lane swimming pool, a small multi-purpose room, classrooms, and offices. Shower and locker facilities and outdoor athletic fields permit the inclusion of a complete health and physical education program in the curriculum.

#### **Instructional Building • 1967**

A three-story structure, the Instructional Building, embraces 62,000 square feet of space for classrooms and faculty offices.

#### **Instructional Computer Center • 1982**

Next to OIT is the Instructional Computer Center, which contains classrooms, and a computer laboratory. This building is the instructional base for the college's computer studies program.

#### **John C. Bartlett, Jr. Hall • 2009**

The John C. Bartlett, Jr. Hall is the newest facility on-campus with an opening of Fall 2009. This 32,000 square foot building houses a 72 seat classroom, 13-34 seat classrooms, three computer laboratories, faculty offices, administrative space, employee and student lounges with wireless computer connections, adjunct faculty office space and supporting storage rooms and mechanical rooms.

#### **Gateway Building • 2013**

A five-story, 74,000-square foot structure, the Gateway Building on Ocean County College's new upper campus is shared by OCC and its partner Kean University. The building houses a 200-seat lecture hall, 26 classrooms, four specialty labs, offices for 54 faculty, a conference room, a fifth-floor meeting and event area, a student lounge, coffee kiosk, and the Kean University's administrative offices. The environmentally sensitive, Leeds Silver certified, facility is heated and cooled by a Geothermal well field and offers panoramic views of the lower campus, Barnegat Bay, the Barrier Island, and Hanger #1 on the Lakehurst Naval Air Engineering Station (Joint Base McGuire-Dix-Lakehurst), and is supported by two parking lots containing 192 spaces. In the not too distant future, OCC will introduce a new exit that will run from the upper campus to Bay Avenue.

#### **Library • 1967 (Expanded & renovated 1995)**

The Library now houses various collections, reading areas and study rooms, a personal computer lab, a media viewing area, a reference collection and government documents as well as office areas for the college's Human Resources, Academic Support Services, Disability Resource Center, Testing Center, ESL Laboratory, Ocean County Tech Prep Program, and the main Switchboard/Reception area.

A special feature of the library is the Harry D. Sussna Carillon Tower. The 100-foot tall carillon tower contains expansive reading areas, large windows providing far-reaching views of the campus, and two clocks.

#### **Maintenance Building • 1971 (Expanded 1981)**

In a wooded area to the east of College Drive directly behind the Facilities Management Building and the Purchasing Building is a one-story Maintenance Building. This 5500 square foot building has storage rooms and physical plant offices and locker facilities, in addition to painting, plumbing, carpentry, electrical, and auto repair shops.

#### **O.C.E.A.N., Inc. Kids Child Development Center • 2007**

The Ocean Community Economic Now's childcare center (located next to the tennis courts) provides quality child care with an early childhood development curriculum and Head Start for the Ocean County community.

#### **Office of Information Technology • 1971 (Expanded 2010)**

West of the TV Studio is the OIT, which houses computer and related equipment and staff that service the college's administrative functions.

#### **Robert J. Novins Planetarium 1974 (Renovated 2010)**

The Robert J. Novins Planetarium, made possible through the interest and generosity of the Novins family, provides seating for 100 beneath a dome 40 feet in diameter. At the center of the theatre is a Spitz and a digital theater system projector. The building also contains a classroom, offices and workrooms.

#### **Security Welcome Center • 1972**

The building is located in the rear of parking lot 1. It houses the Security Department and is open 24 hours a day, 7 days a week. Students may obtain their College ID card at this location.

#### **Southern Education Center 2000**

The Southern Education Center is located at 195 Cedar Bridge Road in Manahawkin. Credit and Continuing and Professional Education courses are held in this building, which has five classrooms, a computer classroom, four offices and a student lounge.

#### **Technology Building • 2004**

The two-story Technology Building located behind the Russell Building is a 27,000 square foot structure which houses five teaching computer labs, Media Services, two computer graphics labs, an ITV classroom, a video post-production studio, a 72-seat stepped seminar room, an executive conference room, and faculty and support staff offices.

#### **TV Studio • 2005**

To the north of the Instructional Building is a one-story TV Studio with a high tech classroom for 35. It is equipped with a projection system and screen as well as audio-visual aids.

#### **W. Kable Russell Academic Building • 1990**

The two-story W. Kable Russell Academic Building is located between the Lecture Hall and the College Center. Its 27,000 square feet are devoted to classrooms, laboratories, faculty offices, seminar rooms, a faculty lounge, conference room, and storage and media rooms.

#### **William T. Hering Science Building • 2000**

Built into the hillside near the College Center, this building houses state-of-the-art science laboratories, lecture halls, classrooms and offices.

## COLLEGE POLICIES

### AFFIRMATIVE ACTION POLICY

Ocean County College is an Affirmative Action/Equal Opportunity/ADA institution and employer dedicated to equality of opportunity for all persons in all areas of its operations. The college is committed to nondiscrimination and has in effect an Affirmative Action Program, including compliance with provision of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

The Affirmative Action Program at Ocean County College has been assigned to the Department of Human Resources and the Director of Human Resources has been designated College Compliance Officer. The Director of Human Resources is located on the ground floor of the Administration Building. While the Director of Human Resources will provide college-wide supervision over Affirmative Action, the Vice President of Student Affairs will be primarily responsible for Affirmative Action compliance in all matters pertaining to students and student life. The Vice President of Student Affairs is located on the first floor of the Administration Building.

The Affirmative Action Program and related policy statements are available for review by any interested person during regular office hours in the Department of Human Resources located on the ground floor of the Administration Building.

### SEXUAL HARASSMENT POLICY

Ocean County College will not tolerate any unwanted or unwelcome attention of a sexual nature, whether verbal or physical, of any employee or student. Any student who believes he/she has been subject to possible harassment on the basis of sex should contact the Director of College Health Services, Room A106, who will put the student in contact with a facilitator. A student may file a formal complaint with the Vice President of Student Affairs after or instead of utilizing this informal procedure.

### GRIEVANCE POLICY

Any student who believes he or she has been subject to possible discriminatory treatment on the basis of race, handicap, etc., may file a complaint through the Vice President of Student Affairs. All complaints will be handled in accordance with the college's Grievance Policy, #5230, available in the Office of the Vice President of Student Affairs.

In conducting any investigation or review, the right to confidentiality, both of the complainant and the accused, will be respected. The review will be conducted as quickly as possible.

### DRUG POLICY

Ocean County College is an educational institution committed to maintaining an environment which allows students to enjoy the full benefits of their learning experience and to understand the negative consequences of the illicit use of alcohol and drugs on their lives. In accordance with Policy #5246.1, approved by the Board of Trustees of Ocean County College, and in accordance with Public Law 101-226, the college declares that it will make every effort to provide its students with an environment that is free of the problems associated with the unauthorized use and abuse of alcohol and illegal drugs.

The college is committed to promoting the wellness and positive self-development of its students. The unauthorized use and abuse of alcohol and the illegal use and abuse of drugs inhibit students from attaining the benefit of their learning experience, expose them to serious illnesses and health risks, and therefore are prohibited. Counseling Services and Health Services Office provide direct assistance and confidential referral services for students seeking help with a substance abuse problem. Copies of the policy are available from the Student Health Office, Counseling Services, The Advising Center and the Office of the Vice President of Student Affairs.

### STUDENT OBLIGATION TO KNOW

All Ocean County College students have the responsibility for being fully aware of college policies and regulations affecting students. In addition to this catalog, students should consult the Student Handbook and the Ocean County College policy book (a copy is kept in the Vice President of Student Affairs Office) for current policies and practices of the college.

### THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) OF 1974

The Family Educational Rights and Privacy Act of 1974 sets out requirements designed to protect the privacy of students. Specifically, the statute governs (1) access to records and (2) the release of such records.

Ocean County College has developed policies and procedures which comply fully with the intent of this legislation, thereby ensuring students access to their educational records and protecting such individuals' rights to privacy by limiting the transferability of their records without their consent.

The other major aspect of the Privacy Act of 1974 refers to the release of information concerning students. Other than the information listed below, hereafter referred to as "directory information", the written consent of the student must be obtained before data can be released about that student. This applies to potential employers, schools where students may wish to transfer, reference checks, etc. "Directory information," on the other hand, is information which may be released by the college unless a student notifies the Records Office that such information in part or in whole is not to be released. "Directory information" includes the following: student's name; student's address; student's telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height, if a member of an athletic team; dates of attendance; degrees and awards received; and most recent previous educational agency or institution attended by the student.

It is the student's responsibility to notify the Records Office if he or she does not wish to have any or all of the above information released.

All inquiries regarding established policy and procedures relative to this act should be directed to the Office of Registration & Records, located on the mall level of the Administration Building.

Additionally the following information is available for the privileged use of the members of the Vice President of Student Affairs' staff and the faculty of Ocean County College. This information may not be released to any other parties without the written consent of the student and is considered confidential.

1. Test results (standardized intelligence tests, aptitude tests, interest inventory tests, etc.)
2. Health data
3. Faculty evaluations including mid-term reports and attendance reports
4. Counseling reports and evaluations
5. Disciplinary reports, including disciplinary actions
6. Any and all information maintained in a student's permanent education record



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## TRAVEL DIRECTIONS TO OCEAN COUNTY COLLEGE

Main Campus • College Drive, Toms River, NJ • Phone: 732-255-0400

**From North:** Garden State Parkway to Exit 88. Left on Route 70 East. Continue 1/3 mile, turn right on Shorrock Street. Ahead 1.5 miles, road curves left and becomes Beaverson Blvd; continue 1 mile to end. Turn right on Brick Blvd. (Route 549 South), continue 2.5 miles. Turn right on College Drive (lake and OCC monument on right).

**From South:** Garden State Parkway to Exit 82. Route 37 East towards Toms River/Seaside Heights. Continue approx. 1 mile (2 traffic lights). Use the jughandle at the intersection to turn left onto Route 549 North. Continue 3 miles, use the jughandle to turn left onto College Drive.

**Local Access Road from the West:** Route 9 to Church Road, east. Continue 1.5 miles. Turn right onto H. George Buckwald Drive. This access road ends at College Drive near Lot #2.

**From West:** Route 70 to Lakehurst; at second traffic circle, turn right onto Route 37 East to Toms River/Seaside Heights. Continue 7 miles. Use the jughandle at the intersection to turn left onto Route 549 North. Continue 3 miles, use the jughandle to turn left onto College Drive.

### Travel Directions to Southern Education Center (SEC)

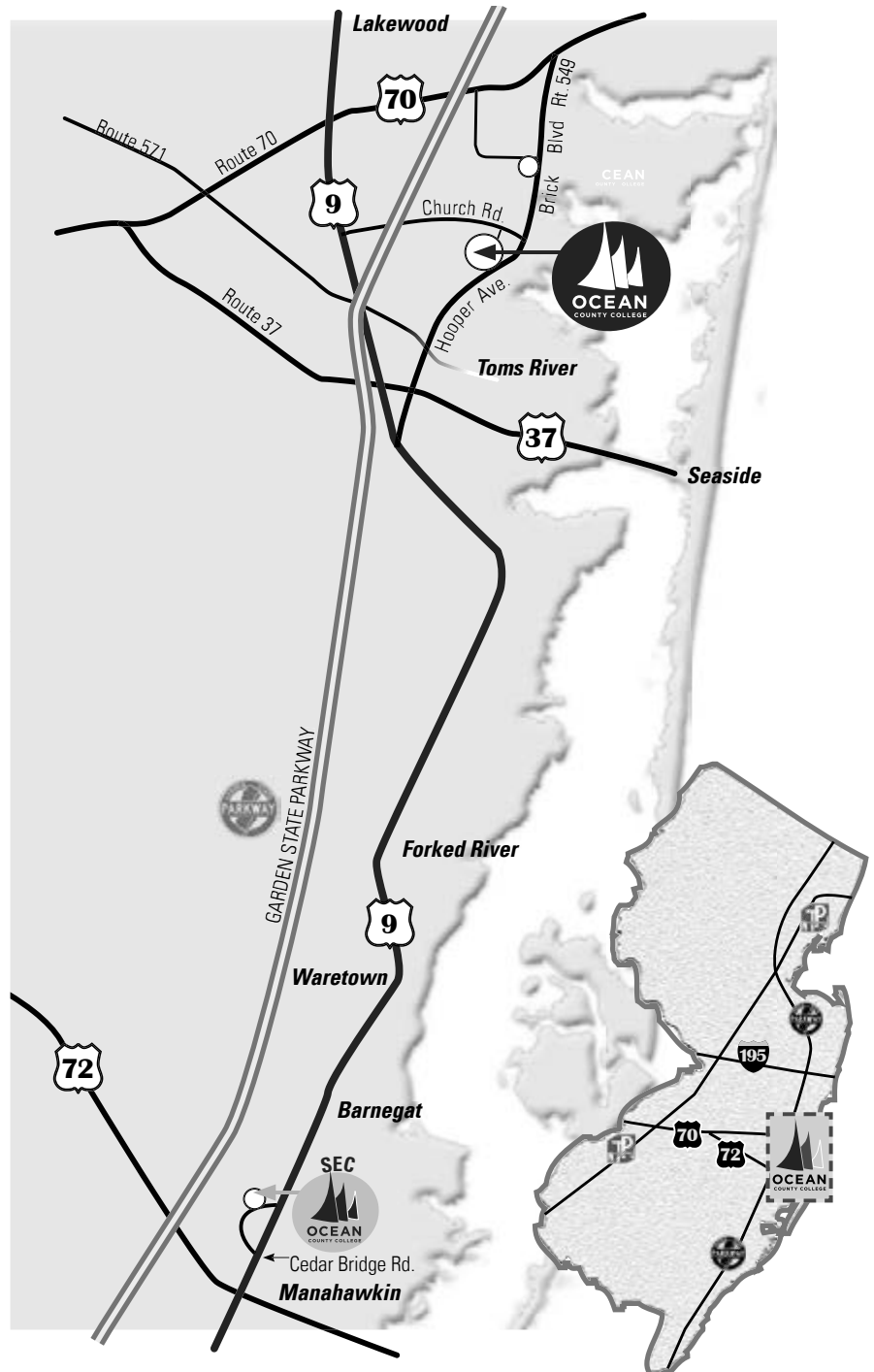
195 Cedar Bridge Road,  
Manahawkin, NJ  
Phone: 609-978-2077

**LOCAL Directions:** Route 72 East past the Stafford Square Shopping Center in Manahawkin. Follow signs to Route 9 North (jug handle exit on right). Turn left at the second traffic light onto Cedar Bridge Road. Continue past the Southern Regional School District Buildings; the Ocean County College Southern Education Center is ahead on left.

**From West:** Take Route 72 East. Follow LOCAL directions.

**From Philadelphia Area:** Route 295 to Exit 34, Route 70 East. Continue approx. 21 miles. At traffic circle, turn right onto Route 72 East. Continue approx. 23 miles. Follow LOCAL directions.

**From North or South:** Garden State Parkway to Exit 63, Route 72 East – Manahawkin/Long Beach Island. Follow LOCAL directions.





# CAMPUS MAP



## Key: Buildings & Locations

- 1 Administration Building ..... (ADMN)
- 2 John C. Bartlett, Jr. Hall ..... (BART)
- 3 Library ..... (LIBR)
- 4 Health Science Building ..... (HSB)
- 5 Instructional Building ..... (INST)
- 6 TV Studio ..... (TVS)
- 7 W. Kable Russell Building ..... (RUSS)
- 8 Student Center ..... (Under Construction)
- 9 College Center ..... (CCTR)
- 10 Bookstore/Conference ..... (BOOK)
- 11 Arts & Community Center ..... (ACC)
- 12 A&CC Theatre ..... (ACC)
- 13 Robert J. Novins Planetarium (PLAN)
- 21 Green Energy Combined Cooling, Heating and Power Plant ..... (CHP)
- 22 Instructional Computer Center (ICCT)
- 23 Information Technology ..... (OITE)
- 25 Technology Building ..... (TECH)
- 27 William T. Hiering Science Building ..... (HIER)
- 29 Health & Human Performance Center ..... (HPEC)
- 30 SECURITY/WELCOME CENTER (SWC)
- 40 O.C.E.A.N., Inc. Kids Child Development Center ..... (KIDS)
- 66 Facilities Management Building ..... (WARE)
- 67 Administrative Support Building (ADSB)

## Upper Campus

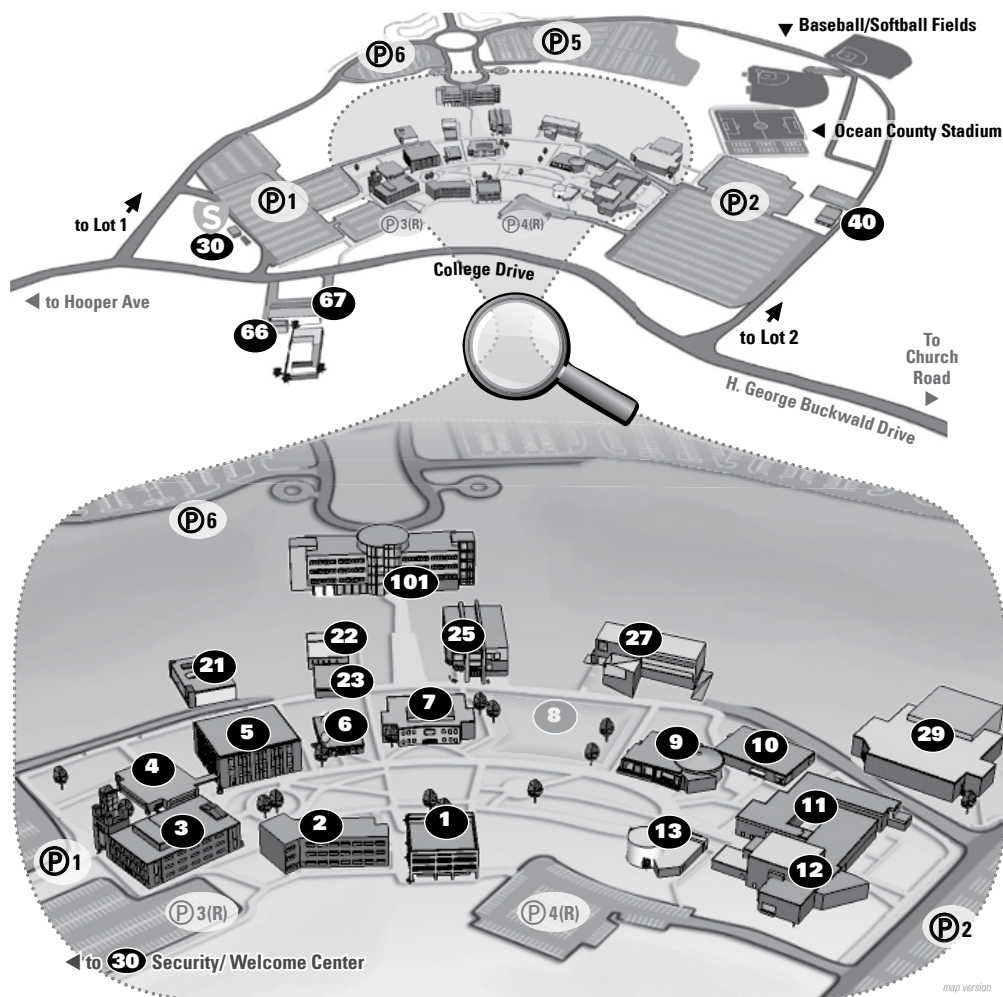
- 101 Gateway Building ..... (GATE)

## General Parking

- Ⓟ 1 = Lot 1    Ⓟ 2 = Lot 2
- Ⓟ 5 = Lot 5    Ⓟ 6 = Lot 6

## Reserved Parking Ⓟ 3(R) Ⓟ 4(R)

*All Parking Lots also have designated Reserved and Handicapped areas.*



map version  
March-2014

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